

Minutes of a Meeting of the Events Liaison Group held on 23 May 2017 at 11.30 a.m. in the Eckford Suite, Edinburgh House, New Street, Wem to discuss the arrangements for Armed Forces Day

Present:- Cllrs E Towers and Mrs C Granger  
Mrs S Thornhill (Assistant Town Clerk)  
Craig Jenkins (Detachment Commander for Wem, Army Cadet Force)  
Colin Jones (Mayor's Chaplain)

Cllr Towers welcomed all present to the meeting.

1. Election of Chairman – to elect a Chairman for 2017-2018

**Resolved**:- to elect Cllr Towers as Chairman of the Events Liaison Group for 2017-2018.

2. Apologies – to receive apologies for absence.

Apologies for unavoidable absence were received from Cllrs Glover, Moyse & White. Revd. N Heron, Wem Police & Ian Thompson (Parade Marshal).

Absent - Cllr C Shingler.

3. Arrangements for an Act of Recognition of Armed Forces Day 24 June 2017

Cllr Towers said this event was to show thanks to the Armed Forces and he wanted to try and involve the youth of the town and to make the event more ceremonial. He mentioned the possibility of a fly past and Cllr Mrs Granger said that RAF Shawbury are cutting back so the likelihood of them being able to help are slim. It was suggested contacting Sleaf Airfield.

Cllr Towers referred to his arrangement sheet from 2011 (circulated at meeting) and said he would like to follow these arrangements again if possible. Mrs Thornhill said she would have to check the timings with Rev Nick Heron (there was a christening at the church at 1.00 p.m) and also check that there were no events at the Town Hall which could affect the service outside. She would also consult with Wem Police to ensure they were happy with the arrangements.

Cllr Towers then ran through his arrangement sheet as follows:-

**Pre Event Activity**

1. **11.00 a.m** Cubs, Scouts, Fire Service, RBL, Marshals (Chief Marshal Cllr Clive Shingler), Band and Armed Forces Day Flag Bearer (Phil Smith) muster at the memorial for a run through of the planned events with Ian Thompson (Parade Marshal).
2. Feather flag moved from advertising position to Armed Forces day position.

**Actions**:-

- Cllr Towers to contact Cllr Shingler re acting as Chief Marshal
- Cllr Towers to inspect condition of feather flag and liaise with owner of bike shop re display.
- Cllr Towers to liaise with Ian Thompson to arrange a meeting with Wem Cadets (Craig Jenkins said that the cadets meet on Mondays and Wednesdays 7-9 p.m)

Mr Jenkins said he could provide 10 Cadets for this event. Cllr Towers thanked Mr Jenkins and said he looked forward to working with him again.

## **Dedication of Armed Forces Day Flag at Town Hall**

1. **11.15 a.m** Mayor, Mayor's Chaplain, Town Councillors and Members of Her Majesty's Armed Forces muster outside the Town Hall (approx. 20 people).
2. **11.30 a.m**
  - At the Memorial**
    - a. Standard Bearers to their start position
    - b. Armed Forces Day Flag Bearer to his position
    - c. Cadets to their position lining the left and right hand side of the steps and pavement depending on numbers
    - d. Music to begin
  - At the Town Hall**
    - a. Service of dedication led by the Chaplain and the Mayor
    - b. Flag folded and handed to RAF representative who will carry it to the War Memorial and hand it to the Mayor
    - c. On completion of Flag Dedication the Mayor, Mayor's Chaplain, Town Councillors, Members of Her Majesty's Armed Forces and Civic Guests walk to the War Memorial
3. **11.40 a.m** Mayor and party arrive at the Church steps

### **Actions:-**

- Cllr Towers to arrange music, possibly a quartet or lone trumpeter
- Assistant Clerk to contact Wem Town Hall re possible other events
- Assistant Clerk to liaise with Wem Police
- Assistant Clerk to check timings with Rev Heron

## **Service of Appreciation and Thanksgiving**

1. Prior to Mayor and party arrival at the steps, cadets called to attention
2. **11.40 a.m** Mayor and Civic Party arrive at the War Memorial Steps
3. Music stops
4. Armed Forces Day Flag bearer collects flag from Mayor and returns to position at top of steps
5. Standard Bearers march to their position around the War Memorial and independently turn to face it
6. Mayor and Civic Party move to their position between the War Memorial and the Church
7. Armed Forces Day Flag Bearer hoists flag and returns to position above the steps
8. Cadets lining the steps and pavement march on and take position
9. Cadets stand at ease
10. Chaplain conducts service
  - a. Welcome (Chaplain) The Mayor's Chaplain will not be present so this will be conducted by a Church Elder
  - b. Reading Ephesians ch 6 v 10-17 (Mayor)
  - c. Prayer of Thanksgiving (Mayors Chaplain)
  - d. Quiet Moment of Reflections and Personal Thanks
  - e. Poem 'Armed Forces day'
11. **12 noon** Church Bells and Helicopter Fly past
- f. Benediction (Mayor's Chaplain)
11. Cadets called to attention
12. Music starts playing
13. Mayor and Civic Party move into the Church Hall
14. Public move into the Church Hall
15. Standard Bearers, Cadets, RBL etc thanked for attending and their valient efforts by Ian Thompson and given the order to fall out, all invited into the Church Hall
16. Musicians invited into the Church Hall
17. Post Armed Forces Day refreshments in the Church Hall all welcome

The Christmas Tree Lights Committee have agreed that the hole used for the Christmas Tree on the Church Green can be used for the flag pole for the flying of the Armed Forces Day Flag. It would have to be supported by wedges and the hole covered to prevent a trip hazard.

It was explained that the coffee morning held in the Church Hall would be finished before the end of the service and Cllr Towers said it would be preferable to have refreshments after the event.

**Actions:-**

- Cllr Towers to arrange staffing and provide refreshments for after the event. Need to check accessibility to Church Hall.
- Cllr Towers to arrange for a cover to avoid a trip hazard
- Cllr Towers to contact Sleaford Airfield re possible fly past
- Mayor's Chaplain to contact Rev Nick Heron re his involvement at the service
- Cllr Towers to liaise with Rev Heron re the Flag Pole being left in situ until the Monday following Armed Forces Day

There was some discussion regarding sourcing of the flag pole and two options were presented along with details of the available budget. Cllr Towers will look into both options.

There was some discussion as to where the banners should be displayed and it was decided to place one on the Recreation Ground railings, one on the railings at the back of the White Lion PH facing out onto the Jubilee Square and if possible one to be placed by Wem Swimming Pool. Mrs Thornhill to make enquiries of the White Lion and Wem Pool.

Mrs Thornhill said that last year Wem Police kindly closed off the lay-by by the Church on the morning of the event and she would contact PC Carpenter to ask for their assistance again this year.

It was agreed the Union Jack, Town flag and Armed Forces Day flags should be erected on 19 June 2017 and remain up until after Armed Forces Day. The flag raised on the flag pole on the Church Green to remain in situ and taken down on the Monday 26 June.

Mrs Thornhill said she would contact the press regarding this event.

**Further Actions**

- Town Clerks Office to provide posters/flyers for the event.
- Town Clerks Office to send out invitations.
- Town Clerk's Office to notify the press of this event.
- Town Clerk's Office to contact Groundsman re his availability to take down flag on Church Green

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Chairman