

Notes from Meeting of Coronation Working Party held on 21.3.23 in the Town Council Office at 14.00

### **Present**

Cllr Soul, Cllr Johnson, Cllr Broomhall, Cllr Towers, Christine Saxton RBL, Town Clerk Penny O'Hagan

### **Lead Up to the Coronation**

#### **Town Decoration**

It was agreed that the Town Should be decorated with the flags used for the Jubilee.

**ACTION** – Peter Broomhall to contact the people who helped out with flags for the Jubilee and organise the flags along High Street in the week prior to the coronation.

#### **Competition**

It was agreed to hold a design a crown for King Charles for anyone in year 6 and below with a 1<sup>st</sup> prize of a £15 book token and a runner up prize of a £10 book token.

**ACTION** - Town Council office to design a poster and promote the competition. Closing date for entrants 28.4.23 to be judged by The Mayor.

#### **Promotion of event**

It was agreed that the events would be advertised by poster and on social media and websites.

**ACTION** - Town Council office to design a poster.

### **Saturday 6<sup>th</sup> May**

No events planned.

### **Sunday 7<sup>th</sup> May**

#### **Service of thanksgiving**

It was suggested that a joint churches service of thanksgiving could be held in the morning.

**ACTION** - Edward Towers to contact Churches to see if this could be arranged.

#### **Coronation Plaque**

It was reported that a plaque to mark the event was to be donated to all towns in Shropshire and it has been suggested that these plaques are unveiled at 12.00pm by Town Mayors. Suggestions of the wall adjacent to Jubilee Square and the outside of Wem Town Hall were made about where the plaque could be installed.

**ACTION** - Geoff Soul to ask Wem Town Hall whether they would give permission for the plaque to be located on the Town Hall.

#### **The Big Lunch**

It was explained that the purpose of the Big Lunch is to share food and fun together. The Town Council has agreed to facilitate a 'bring your own' picnic on the Millennium Green between 12.30 pm and 3pm on Sunday 7 May with a wet weather location of The Methodist Church. It was suggested that the event be informal with the following;

| Item | Action |
|------|--------|
|------|--------|

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|---|---|
| Use of Millennium Green   | Town Clerk to request permission – Verbal permission given                              |
| Entertainment<br>Wem Jubilee Band/Junior Band and Community Choir to be asked to provide some entertainment | Town Council Office to discuss with band and choir                                      |
| MC - Mayor to open event  | Edward Towers to request use of Baptist PA system                                       |
| Other music   | Edward Towers to investigate  |
| Activities for children   | Royal British Legion to run a stall with activities for young people e.g scavenger hunt |
| Wet weather Location Methodist Church   | Paul Johnson to confirm   |
| Refreshments Methodist Church to provide tea and coffee   | Paul Johnson to confirm   |
| Toilet facilities Methodist Church  | Paul Johnson to confirm   |
| Risk management – Road Crossing   | Volunteers to be sought by Town Council   |
| Furniture<br>Town Council to provide gazebos<br>Tables from Millennium Green                                | Confirmed<br>Permission to be sought from Millennium Green                              |
| Events licence  | Town Clerk to contact licensing to see if one is required                               |
| Advertising the event   | Town Council to design poster   |

### Monday 8<sup>th</sup> May

#### **Don't be bored on a bank holiday get involved in the big help out.....**

Nationally, members of the public will be invited to take part in the Big Help Out which will encourage people to try volunteering for themselves and join in with work which supports the local areas. Following a discussion it was agreed that the best role the Town Council could play would be to

- Signpost people wishing to volunteer to local groups that are holding events to attract volunteers.
- Hold a volunteer market on the Jubilee Square or in the Town Council meeting room if wet to give organisations the chance to promote the work that they do and encourage people to sign up.

**ACTION - Clerk to send email to groups to see if they are planning a separate event or whether they would like a stall at the volunteer market to promote their project.**

Next meeting week commencing 10.4.23