

Report of a meeting of the Events Liaison Group held on Thursday 13 October 2022 at 10.00 a.m. in the Town Council meeting Room, Edinburgh House, New Street, Wem to discuss the arrangements for The Remembrance Day Parade and Church Service on Sunday 13 November 2022.

Present:- Cllrs Granger (Chairman), Hoffmann and Parry
Mrs Christine Saxton (RBL)
Rev. R Haarhoff (Wem PCC)
Pc Liam Heathcote (Wem Police)

Mrs Susan Thornhill (PA to the Mayor & Town Clerk)

1. Apologies

Apologies for absence were received from Cllrs Hill and Soul.

2. Arrangements for Remembrance Day Parade and Church Service

Parade Notes and Church Service

This year there will be the normal parade and church service. The parade will be led by Neil Comerford.

It was decided to again focus on the wreath laying ceremony and the 2 minute silence so only those involved with the wreath laying (visiting dignitaries etc) will be permitted around the War Memorial. Standard bearers will again be asked to line up along the church wall facing out towards the High Street and all other wreath layers will line up in front of them. They will be called to lay their wreaths at the War Memorial and then return to the wreath laying queue.

It was agreed that the representative from the RAF Police Association would lay a wreath after RAF Shawbury. Mrs Saxton also mentioned that Brian Pullen, Branch Chairman would lay a wreath on behalf of the Cavalry Association alongside RAF Shawbury Branch President Phil Moyse. Cllr Granger will enquire as to whether The Royal Navy would be present to lay a wreath.

It was agreed that the Roll of Honour should be read out by students from Thomas Adams and St Peter's schools and for the names to be read outside by the War Memorial this year. This can be moved into church as part of the normal service if the weather is bad. It was also agreed that the names to be read out prior to the wreath laying ceremony.

It was mentioned that a number of those attending the service last year (which was held wholly outside due to covid restrictions), could not hear the names being read out over the music being played by the Wem Jubilee Band. It was therefore decided to not have the band play during this part of the service as this is the most solemn part of the service.

Mrs Saxton confirmed that Craig Jenkins would act as Parade Marshal at this year's event. It was suggested that for next years' parade contact is made early on with RAF Shawbury regarding them providing a Parade Marshal.

Pc Heathcote said that 2 officers would be on duty that morning and PCSO Robinson will be laying the wreath on behalf of Wem Police.

Cllr Hoffmann mentioned that a holder for the flags had been used at the Platinum Jubilee service and could this be utilised again for the Remembrance Day Service instead of placing

the flags behind the altar. Mrs Thornhill said she would get in touch with Church Warden Chris Mellings to confirm if the church are in possession of the flag holder and if it was possible to use it at this years' Remembrance Day Service.

At the end of the church service it was suggested that members of the congregation are to be asked to leave via the back door only to avoid a gathering around the War Memorial and the Church steps. Only the Mayor, The President of the RBL and the Town Clerk are to stand on the steps to take the salute. Nobody is to congregate behind them.

Cllr Hoffmann has the RBL flags and needs the poles to fix to the Christmas tree holders on the High Street. These are with the Town Council, Mrs Thornhill said she would make arrangements for the collection/delivery of the poles to Cllr Hoffmann who will also arrange for the display of the lamppost poppies. Mrs Saxton said that the launch of the poppy appeal is on the 27th of October and both the flags and the lamppost poppies must not go up before this date. They must be taken down after the 14th of November.

Risk Assessment and Marshalling of Event

Risk Assessment – Agreed by those present.

John Ralphs will act as Chief Marshal, he has requested 2 marshals for each road closure, 8 marshals in total. The Carnival Committee have provided details of possible marshals and Cllr Hoffmann will ask for assistance on the Wem Community facebook page. Any volunteers should meet at the car park at 10.20 a.m on the morning of the event for a briefing by the Chief Marshal.

It was confirmed that approval had been received for the road closure application. Notices need to be displayed two weeks before the event.

Mrs Thornhill said that she would check to ensure the service around the War Memorial would not be disturbed by a football match.

3. Any Other Matters

The PA system has been booked. It was suggested if possible that a speaker be placed inside the church so those members of the congregation already seated would be able to hear the outside part of the service including the Roll of Honour.

Mrs Saxton confirmed that the United Services club will be open for light refreshments after the service. The buffet would be provided by the White Lion Public House (for 70 people) free of charge.

Mrs Saxton said that she was First Aid trained as are a number of the RBL. In response to a query about equipment it was suggested that a first aid box be provided and kept just inside the church. Mrs Saxton said that she would bring her first aid kit.

The following are required -

Supply some chairs the elderly or infirm outside by the Church Hall (email Church Warden Chris Mellings).

Confirm with Wem Jubilee Band that Ruth Wilson will be playing the Last Post and Reveille and that members of the Wem Jubilee Band will again play Abide with me whilst flag bearers etc assemble outside the church.