

Report of a Meeting of the Events Liaison Group held on Tuesday 8th October 2024 at 14.00 in the Meeting Room, Wem Library to discuss the arrangements for The Remembrance Day Parade and Church Service on Sunday 10 November 2024.

Present:- Cllr's Broomhall (Chairman) Granger, Dodd, Barker and Towers.
Cathy Rutherford – Wem Jubilee Band, Helena Heath – Wem Cadets,
Christine Saxon and Brian Pullen – RBL Mrs P O'Hagan (Town Clerk).

- 1 Apologies for absence
John Ralphs, Wem SNT, Rev Jukes, Mark Hoffmann.
- 2 To discuss the arrangements for the following
Marshalling of the parade and management of road closures
The Clerk reported that the road closure had been applied for and signs would go up the week before half term.
The parade to the church will leave at 10.45 not 10.50 as stated on the documentation.
A walkthrough will take place the week before the parade with John Jukes and representatives from Wem Band, RBL, Wem Cadets and the Town Council.
Wreath laying ceremony including reading of names
A discussion was asked about the timing of the silence as last year it was a little early. It was AGREED that Cathy would discuss the management of this with John Jukes along with whether the church bells would sound.
A question was asked about the positioning of the chairs by the Church Hall for those unable to stand, as people seated on chairs last year could not see or hear the wreath laying ceremony. It was explained it may not be possible to put the chairs on the grass as if the ground was soft, it could cause the chairs to be unstable. It was hoped that the service could be relayed into the church for those wanting to remain in church.
The Clerk requested a contact for Shawbury ATC.

It was agreed that a walk-through involving representatives from Wem Cadets, Town Council, RBL and Jubilee Band would take place on Tuesday 29th October at 10.00 subject to Rev Jukes being available.

Church Service
Seating for the band inside the church was discussed and Cathy agreed to raise this with John Jukes
It was reported that Wem Brownies will be attending Church and would need 20 spaces.
- 3 To review Risk Assessment
The risk assessment was reviewed and an amendment was made to the risk score relating to vehicles driving through the parade
Helena Heath agreed to act as a first aider for the event. Town Clerk to ask Tom Bateson if he would also be willing to be a named first aider.
- 4 Lamppost Poppies and flags - to discuss erection of
As Cllr Hoffmann was not in attendance Cllr Barker offered his services and agreed to discuss this directly with Cllr Hoffmann.

Meeting ended 14.40