

Notes from Events Liaison Group Meeting held at 11.00 on 27<sup>th</sup> May 2026 to discuss Armed Forces Day to be held 27.6.26.

Present

Wem British Legion - Christine Saxton, Rev John Jukes, Cllr Bob Barker, Cllr Peter Broomhall, Cllr Barbra Cotterell, Cllr David Parry,

P O'Hagan Town Clerk

Kate Sumner Facilities & Services (notes)

1. To elect a Chairman of the Events Liaison Group for 2026-2027

**Resolved to elect Cllr Broomhall as Chairman of the Events Liaison Group for 2025-26.**

2. Apologies for absence

Apologies were received from Cllrs Hudson, Hoffmann, Towers.

3. To discuss the arrangements to commemorate Armed Forces Day on 27.6.26  
The arrangements sheet was reviewed and the following items were asked to be included as part of the service.

A Litany for the Armed Forces, Rev John Jukes to provide add to service sheet

Provision of Lectern for Mayor – From St Peters Church subject to weather.

PA System – to be provided by Town Council

Reveille – Jubilee Band to see anyone other Cllr Barker could play the reveille.

In event of bad weather Service will take place in St Peters Church

Armed Forces Flag to be flown

RBL – Standard Barrier – Neil Comerford

Invitations sent out – Representative from RAF Shawbury attending

Refreshment arranged in the Church Hall following service.

Service sheet to be printed

4. To review Event Risk Assessment.

First Aid Provision, First Aid Box – Provided by RBL

First Aiders Christine Saxon.

**Resolved to approve the risk assessment.**

5. Discuss arrangements for afternoon informal concert, Wem Jubilee Band  
Millenium Green / publicity promoting event.

Event to run from 2 – 4pm format will be an open informal concert.

Mayor to open event

Contingency plan in event bad weather – concert will be in St Peters Church  
Publicity – in the form of posters, social media posts and direct invitations. Clerk to drop off leaflets at June armed forces drop in meeting and at The Senior Club the week before

Town Council Gazebos to be put up for band  
Public encouraged to bring water and seats/ rugs

Meeting ended 12.15 pm