

Report of a Meeting of the Events Liaison Group held on Wednesday 30th September 2026 at 10.30 in the Meeting Room, Wem Library to discuss the arrangements for The Remembrance Day Parade and Church Service on Sunday 8 November 2026

Present: - Cllr's Barker, Broomhill, Cotterell, Parry and Towers.

Chrstine Saxon and Brian Pullen – RBL

Rev John Jukes

Mrs P O'Hagan (Town Clerk) Kate Sumner Facilities

1. Apologies for absence

Cllr Hudson, Cathy Rutherford – Wem Jubilee Band, Catherine Stevens – Cadets

2. To discuss the arrangements for the following

Marshalling of the parade and management of road closures.

The Clerk reported that they were awaiting confirmation that staff from Lower Lacon would be able to help with the road closure again. Currently Cllr Hudson and John Sumner had volunteered and a request will go out for more volunteers nearer the time. It was agreed that a meeting would be held with The Groundsman and Cllr Hudson to go through the road closure in the week leading up to event.

It was reported that the RBL high viz tabards were really helpful and Christine was asked if she could secure some more.

Parade

All present agreed that it was important that the parade marshal was fully briefed before the event and in particular the need to

- stop the parade by the Church gates
- confirm time to set the parade off which this year will be 10.40.
- remind parade participants to put phones on silent

Action Christine Saxton to provide Town Council with contact details of the Parade marshal by 31.10.26

Wreath laying ceremony including reading of names

It was agreed that

- organisations will be given until 31.10.26 to confirm if they are intending to lay a wreath.
- place markers chalked on the path will be used to identify where wreath layers are to stand. This should ensure that the line up by the Church wall looks smarter with better spacing between wreath layers and flag bearers.
- staff to remind wreath layers to put phones on silent

The Clerk explained that Fat Boy Sound had been asked to provide the PA system for the event and that the names of the students who would be reading the names was awaited. It was also agreed that

- Wem Jubilee Band will be asked to cease playing at 10.57 to give time for Rev Jukes to read the opening to the Act of Remembrance before the silence at 11.00.
- The bells will be turned off.
- Rev Jukes would signal to the bugler to start The Last Post and the reveille.
- Public announcement to be made by Rev Jukes at beginning of ceremony that all phones should be on silent, this will also be included on outside service sheet.

- 100 copies of the outside service sheet to be printed and Councillors to distribute, Cllrs Cotterell and Broomhall volunteered to help with this.

Church Service

It was agreed that

- the band would be asked to play Jerusalem and The National Anthem in the service.
- The Mayor and a representative from RBL to read the lessons.
- RBL to cover paper costs of order of services which will be produced and printed by the Town Council.
- It was agreed that the Mayor would leave the Church once the standard bearers had left
- Rev Jukes will announce that refreshments will be served after the service in The United Services club

Post Church Parade including salute at the steps and parade dismissal

- Salute will be taken by The Mayor, Deputy Lord Lieutenant, President of Wem RBL and The Town Clerk.
- The Mayor will address the parade before it is dismissed by the parade marshall .

3. To review Risk Assessment

The event management plan including the risk assessment were reviewed and following amendments to the times and other matters agreed at the meeting the final event management plan would be approved at the Town Council meeting on 29.10.26.

4. First Aid

It was reported that the first aid had been booked with St Johns Ambulance

5. Lamppost Poppies and flags - to discuss erection of

The Clerk explained that the Town Council has the poppies and flags for use but is not involved in their erection or removal.

It was agreed that The Clerk would contact Cllrs Barker and Hoffmann to see if they wished to co-ordinate this again this year.

Meeting ended 11.12