

Report of a Meeting of the Events Liaison Group held on Wednesday 4 October 2017 at 10.00 a.m. in the Eckford Suite, Edinburgh House, New Street, Wem to discuss the arrangements for The Remembrance Day Parade and Church Service on Sunday 12 November 2017.

Present:-Cllr E Towers (Town Mayor), Cllr Mrs C Granger, Cllr P White, Mrs S Thornhill (Assistant Town Clerk).  
Mrs Christine Saxton (RBL)

1. Apologies

Apologies were received from Cllrs Glover, Moyse, Shingler, Rev Nick Heron, Pastor Colin Jones, PS Greenaway, PC Carpenter & Craig Jenkins (Wem Army Cadet Force).

3. Arrangements for Remembrance Day Parade and Church Service

Cllr Towers welcomed all present to the meeting and it was established by Mrs Saxton that this event is organised by The Royal British Legion but that Wem Town Council arrange the parade and Rev Nick Heron organises the Church Service. Mrs Saxton confirmed that the Parade Marshal at this year's event would be Craig Jenkins but that if for any reason he is unable to carry out this role, the RBL will organise a replacement. She also mentioned that there would be a cadet presence this year as membership had increased.

*Parade Notes and Church Service*

Mrs Thornhill said she would contact Rev Heron re the following:-

- To confirm that the Councillors and Dignitaries would enter the Church through the north door and the choir and standard bearers would enter through the west door.
- That he would make an announcement at the end of the service for members of the congregation to act responsibly when leaving the church.
- That Wem PCC would provide stewards to assist in the church.
- To confirm he would be in contact with the ministers from the Methodist, Baptist and Roman Catholic Churches. Cllr Towers queried inviting the Quakers.
- To confirm that the readings would be provided by the Mayor and a representative from the RBL.
- With regard to the re-instigation of the road closures at the end of the Church Service that he be asked if he would again indicate to a church warden when the service was 10 minutes from ending and this information could then be relayed onto the Chief Marshal.

Mrs Saxton confirmed the order of the assembly of the parade as shown on the RBL arrangement sheet and confirmed that the parade marches off at 10.50 a.m to arrive at the church at 10.55 a.m. Mrs Thornhill said that she would confirm with Wem Jubilee Band that a bugler would be in attendance for the playing of the Last Post and Reveille.

Cllr Towers mentioned he had received an email from a member of the community asking if the second reading could be followed with a relevant prayer for the children present and suggested a book of poetry 'Prayers for a Fragile World'. Mrs Thornhill said she was concerned that adding to the service would affect the road closure and it was mentioned that last years' service lasted 1 hour and 20 minutes. Mrs Saxton said this was a long time for children to sit and listen but it was good to involve the children and it was appreciated that Rev Heron did engage the children at last years' service. Mrs Thornhill said she will pass this suggestion onto Rev Heron and also query the timing of the service.

Mrs Saxton will speak with the Parade Marshal and ask him to ask all attending groups congregating around the War Memorial to stand at ease and to group closer together nearer to the memorial. She also mentioned the falling membership of the RBL and asked if the Town Council could help in any way and Cllr Towers asked Cllr White if he could assist. She went on to say that the RBL was well supported in the town and last year's poppy appeal exceeded the previous year by £1,000.

#### *Laying of Wreaths*

In response to an enquiry Mrs Saxton said the Royal Navy would be laying a wreath along with the Army & RAF Shawbury and confirmed there were no other changes to the order of the Wreath Laying.

#### *Risk Assessment and Marshalling of Event*

Mrs Thornhill said she would contact Cllr Shingler to ensure he was satisfied with the arrangements and that he was happy to act as Chief Marshal again this year. Mrs Thornhill said there was a need for more marshals and that ideally there should be 2 marshals on each road closure and she would contact Cllr Shingler to ensure there are enough marshals to cover all road closures. It was suggested that Cllr Paul Johnson be contacted as he provided several marshals for the Carnival. Mrs Thornhill will contact Cllr Johnson. She advised that any volunteers should meet at 10.00 a.m on the morning of the event for a briefing by the Chief Marshal.

Mrs Thornhill will contact the Police to ensure they were happy with the current risk assessment and she will also contact Mr Tim Wilton-Morgan regarding acting as the First Aid Officer as he fulfilled this post last year.

It was confirmed that a road closure application had been made and approval had been received. Mrs Thornhill said that she will print them off in an A4 format as this seemed to work well for the Carnival and the Vehicles of Interest Parade. 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 and it was requested that a minutes silence be held prior to the start of any football match taking place that day.

Mrs Thornhill said she would confirm with the Police if they needed to be advised if Owen Paterson MP would be in attendance and Mrs Saxton said the RBL were happy with the arrangements.

#### 4. Any Other Matters

Mrs Saxton said she is waiting to hear from the United Services Club regarding refreshments after the parade and will confirm this once she has a response. She again asked that Rev Heron mention that refreshments are open to everybody and not just visiting dignitaries and asked that the Mayor also mentions the refreshments when dismissing the parade in Leek Street. It was suggested maybe putting an 'A' board at the top of Leek Street to advertise the availability of refreshments at the United Services Club.

Mrs Thornhill said that she would contact Rev Heron and ask if the bells could be rung but to start them about 5 mins later. Mrs Saxton said this worked well last year.

Mrs Thornhill said she would contact the Police to ask that the lay-by is coned off and she will also make enquiries with Iain McHardy if the disabled bus would be in attendance and if the Fire Station would again be happy to have the bus park there.

It was mentioned that there was difficulty in hearing the service outside the church and it was suggested obtaining the use of a microphone which Mrs Saxton said she would look into.

Cllr Edward Towers asked if there was any other business and closed the meeting thanking all present for their attendance and assistance in this matter.

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Assistant Town Clerk