

Minutes of a Meeting of the Events Liaison Group held on 13 June 2019 at 10.00 a.m. in the Eckford Suite, Edinburgh House, New Street, Wem to discuss the arrangements for Armed Forces Day

Present:- Cllrs Glover, Broomhall, Dodd & Towers  
Rev. N Heron (Wem PCC)  
PCSO's Mark Davies and Liz Walmsley (Wem SNT)  
Mrs S Thornhill (Assistant Town Clerk)

Cllr Glover welcomed all present to the meeting.

1. Election of Chairman – to elect a Chairman for 2019-2020

**Resolved**:- to elect Cllr Glover as Chairman of the Events Liaison Group for 2019-2020.

2. Apologies – to receive apologies for absence.

Apologies for unavoidable absence were received from Cllr Granger, Craig Jenkins (Wem Army Cadets), Christine Saxton (Royal British Legion).

3. Arrangements for an Act of Recognition of Armed Forces Day 29 June 2019

Cllr Glover said he wanted to have a simple service around the War Memorial which would commence at 11.00 a.m and last approx. 10 minutes followed by refreshments in the Church Hall. Rev Heron has already spoken with the organisers of the coffee morning in the Church Hall and they will provide an extra person to assist and are happy to stay on and serve refreshments. Cllr Towers suggested involving the WI but it was decided that as it was only a small service that further refreshments were not needed. Rev Heron will liaise with Cllr Glover & Mrs Saxton regarding readings at the service. It was suggested that the use of a microphone would be useful and the Assistant Town Clerk will contact the Sweet Pea Society re borrowing theirs.

Cllr Towers suggested the Church bells be rung after the service and Rev Heron said that it was very short notice but that he would make enquiries.

Cllr Dodd suggested contacting the local press re publicity and PCSO Davies said that he has a contact who produces a newsletter in Shawbury, Mrs Thornhill will forward a copy of the poster to PCSO Davies. Cllr Towers suggested that an announcement be made earlier in the year in parish magazines & newsletters advising them of this event which is always held on the last Saturday of June. It was also suggested contacting locals schools, Thomas Adams, St Peter's Primary & Newtown and to also include Whixall and Shawbury schools.

The Assistant Town Clerk said that she had contacted RAF Shawbury and other local organisations back in April to remind them of this service and a representative from RAF Shawbury will be attending. PCSO Davies said that a representative from Wem Police will also be present at the service.

It was decided that the flag pole on the Church Green should go up on Friday 28 June and be taken down on Monday 1 July and that the flag will be raised at this time and not during the service. It was agreed the Union Jack, Town flag and Armed Forces Day flag should be erected on 24 June 2019 and remain up until after Armed Forces Day.

There was some discussion as to where the banners should be displayed and it was decided to place one on the Recreation Ground railings, one on the railings by the Jubilee Square and if possible one on the way into the town, on the fencing by the roundabout by Robinson and Young or outside Hawks. The railings by the White Horse PH was also suggested. The Assistant Town Clerk will contact the Groundsman to see where they were displayed last year.

It was suggested displaying the feather flag subject to weather conditions.

The risk assessment was reviewed with no changes.

A timetable for the event was agreed as follows:-

10.45 a.m. Assemble at War Memorial.

11.00 am Service around the War Memorial to be led by the Mayor and Chaplain.

11.10 a.m Service to conclude followed by refreshments in the Church Hall.

### **Actions**

1. Town Clerk's Office to contact the leader of the Army Cadets re the Cadets presence on parade on the day.
  2. Town Clerk's Office to liaise with the Town Hall regarding flying of flags.
  3. Town Clerk's Office to arrange display of banners.
  4. Town Clerks Office to provide posters/flyers for the event.
  5. Town Clerks Office to send out invitations.
  6. Town Clerk's Office to notify the press of this event.
  7. Town Clerk's Office to contact local schools.
  8. Town Clerk's Office to contact The Eckford Sweet Pea Society of Wem re use of their portable microphone.
4. Arrangements for the Celebration and Commemoration of the 75<sup>th</sup> Anniversary of VE Day and VJ day

It was decided that these events should be commemorated as two separate events.

Members of the Events Liaison Group felt that both these events should be recognized.

It was suggested any commemoration for VE day be held on the Saturday 9 May 2020 on the Recreation Ground and to have a Church Service on Sunday 10 May 2020. It was further suggested that the same agenda for the celebrations held for the Queen's Diamond Jubilee be followed and that a Public meeting be held to get local residents involved. Rev Heron said that a sombre element should also be included in any arrangements. Mrs Thornhill said she would look at the VEday75 website to see how other towns were proposing to commemorate this event.

PCSO Davies expressed his concerns over security by holding this event on the Recreation Ground as the Police are very under resourced at present.

It was suggested having a similar service to the Armed Forces Day to commemorate VJ Day officially recognized on 15 August in the UK.

**Resolved**:- to recommend that the Town Council support both these events and to set up a Public meeting to discuss the arrangements for VE Day.

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Chairman