

Report of a meeting of the Events Liaison Group held on Tuesday 3 October 2023 at 10.00 a.m. in the Town Council meeting Room, Wem Library, High Street, Wem to discuss the arrangements for The Remembrance Day Parade and Church Service on Sunday 12 November 2023.

Present:- Cllrs Broomhall (Chairman), Barker, Dodd and Granger.  
Mrs Christine Saxton (RBL)  
Rev. J Jukes (Wem PCC)  
PC Jack Harper (Wem Police)

Mrs P O'Hagan (Town Clerk)  
Mrs Susan Thornhill (PA to the Mayor & Town Clerk)

### 1. Apologies

Apologies for absence were received from Cllrs Hoffmann, Towers and Soul. Craig Jenkins (Parade Marshall), Cathy Rutherford (Wem Jubilee Band).

### 2. Arrangements for Remembrance Day Parade and Church Service

#### *Marshalling of Parade & Management of Road Closures*

John Ralphs will act as Chief Marshal, he has requested 2 marshals for each road closure, 10 marshals in total. Requests for marshals have been made to various organisations and it was suggested that a request also be made to the Young Farmers and to ask for assistance on the Town Council facebook page. Any volunteers should meet at the car park at 10.20 a.m on the morning of the event for a briefing by the Chief Marshal.

John Ralphs has requested, following the issues with last years road closures, that he is informed of the precise time that the parade will move off. He can then ensure that it is safe to do so. A meeting is to be arranged between Craig Jenkins (Parade Marshal) and John. It was suggested to make the march off time 10.45 a.m. John has also requested that there needs to be a point in the church service 10 minutes before the end of the service that indicates to the Traffic Marshal that the roads can be closed. It was decided that this would be at the start of the last hymn (during which standards are returned) which is then followed by the National Anthem and the congregation leaving the church.

It was suggested to extend the Road Closure Notices along the roads that are to be closed so they are not just at the junction with the High Street. It was decided to order a number of correx boards indicating date/times of road closure which can then be re-used every year.

It was confirmed that approval had been received for the road closure application. Notices need to be displayed two weeks before the event.

#### *Wreath Laying Ceremony and Church Service*

Only those involved with the wreath laying (visiting dignitaries etc) will be permitted around the War Memorial. Standard bearers will again be asked to line up along the church wall facing out towards the High Street and all other wreath layers will line up in front of them. They will be called to lay their wreaths at the War Memorial and then return to the wreath laying queue. If possible, the wreath layers are to line up in the order that they will be laying their wreaths. Christine Saxton will arrange this once all wreath layers are confirmed.

It was confirmed that Ruth Wilson will be playing the Last Post and Reveille.

Christine Saxton advised that the representative from the RAF Police Association would not be present at this year's ceremony. Mrs Saxton also mentioned that Brian Pullen, Branch Chairman would lay a wreath on behalf of the Cavalry Association alongside RAF Shawbury Branch President Phil Moyse. It was noted that representatives for the Lord Lieutenant and RAF Shawbury will be in attendance. We await to hear from Helen Morgans (MP) office re her attendance.

The Roll of Honour will be read out by students from Thomas Adams and St Peter's schools and for the names to be read outside by the War Memorial. This can be moved into church as part of the normal service if the weather is bad. Names to be read out prior to the wreath laying ceremony.

It was suggested if possible that a PA system be placed inside the church so those members of the congregation already seated would be able to hear the outside part of the service including the Roll of Honour. It was also suggested displaying the Roll of Honour inside the church and including an A5 sheet within the order of service listing the names.

It was suggested that members of the Wem Jubilee Band be invited into the church to play at the service. Rev Jukes to liaise with the band.

It was again suggested using the holder for the flags (used at the Platinum Jubilee service) instead of placing the flags behind the altar.

Councillors are to be asked to assist in distributing orders of service for the outside service.

### *The Salute*

Only the Mayor, The President of the RBL, The Lord Lieutenants' representative and the Town Clerk are to stand on the steps to take the salute. Nobody is to congregate behind them.

### *Risk Assessment*

Risk Assessment – to include PA system in church (electrical wires possible trip hazard).

### 3. Any Other Matters

Mrs Saxton confirmed that the United Services club will be open for light refreshments after the service. The buffet would be provided by the White Lion Public House free of charge.

Mrs Saxton said that she was First Aid trained as are a number of the RBL and she would provide a first aid kit. Wem Scouts will also provide trained first aiders.

Cllr Hoffmann to be contacted regarding the display of lamppost poppies etc. Mrs Saxton said that the launch of the poppy appeal is on the 28th of October and the lamppost poppies etc must not go up before this date. They must be taken down after the 15<sup>th</sup> of November.

Mrs Thornhill said that she would check to ensure the service around the War Memorial would not be disturbed by a football match.

Chairs are to be supplied for the elderly or infirm outside by the Church Hall.

Mrs Thornhill to confirm that members of the Wem Jubilee Band will again play Abide with me whilst flag bearers etc assemble outside the church.