

Report of a Meeting of the Events Liaison Group held on Wednesday 12 October 2016 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 13 November 2016.

Present:-Cllr Mrs R Dodd (Town Mayor), Cllr P Moyse, Mrs S Thornhill (Assistant Town Clerk).

Mrs Christine Saxton (RBL)

PC Dave Carpenter (Wem Police)

1. Appointment of Chairman

It was agreed the Mayor should chair this meeting.

2. Apologies

Apologies were received from Cllrs Glover, Granger, Towers & Shingler, Mrs D Young, PS Greenaway & Rev Nick Heron.

3. Arrangements for Remembrance Day Parade and Church Service

Cllr Mrs Dodd welcomed all present to the meeting and mentioned that she would not be leading the procession at this year's parade. Mrs Saxton said that she will let the Town Council know the outcome of enquiries regarding a Parade Marshal. She also mentioned that there may not be a Cadet presence at this year's parade.

*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 and Baptist Churches.
- 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 suggested that the parade marches off at 10.50 a.m to arrive at the church at 10.55 a.m and that maybe the band could march at a slower pace. 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.

*Laying of Wreaths*

In response to an enquiry Mrs Saxton said there was no change 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 also said there was a need for more marshals and that ideally there should be 2 marshals on each road closure. 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.

It was reported that the Police were happy with the current risk assessment. Mrs Saxton asked that it be amended to include that First Aid Cover will be available in case of an emergency. This was agreed by members of the group and that the risk assessment be amended accordingly. There was some discussion regarding who could fulfil this role and it was suggested that Tim Wilton-Morgan be contacted as he was a First Aid Officer and he would be present at the service. Mrs Thornhill said she would contact Mr Wilton-Morgan.

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 A3 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.

The Police said that they did not need 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 confirmed that refreshments will be available in the United Services Club after the parade and asked that Rev Heron mention that refreshments are open to everybody and not just visiting dignitaries.

It was mentioned that due to the church bells ringing after the service, members of the band were unable to hear the command of 'Eyes Right'. Mrs Thornhill said that she would contact Rev Heron and ask if the bells could still be rung but to start them about 5 mins later.

Cllr Moyse mentioned that he had received complaints from members of the public that they were unable to see what was going on outside the church due to the disabled bus being parked in the lay-by. It was suggested that whilst we do not want to discourage the bus attending that maybe it could park elsewhere. PC Carpenter suggested using the Fire Station and said he would contact the Fire Officer. Mrs Thornhill said she would contact Iain McHardy who drove the bus last year.

Cllr Mrs Dodd 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