

Report of a Meeting of the Events Liaison Group held on Wednesday 10th October 2018 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 11 November 2018.

Present:- Cllr's Mrs C Granger (Town Mayor), Mrs R Dodd, Mr P Moyse, Mrs Christine Saxton (RBL) Craig Jenkins (Wem Army Cadets) Mark Davies (Wem SNT) Rev Nick Heron.

Mrs P O'Hagan (Town Clerk).

- 1 Apologies for absence  
Apologies were received from E. Towers and PS Greenaway.
- 2 To discuss the arrangements for the marshalling of the Parade, the road closures and the Church Service.

### **Wreath laying**

Rev Heron recommended that the schools be included in the wreath laying as they represent students past and present. It was agreed that the schools would lay wreaths after Wem SNT. Rev Heron agreed to source the wreaths for the schools.

### **Running Order**

The running order for the parade was reviewed. Craig Jenkins agreed to undertake the role of parade marshal for the 2018 parade.

Mrs Saxton confirmed the order of the assembly of the parade as shown on the RBL arrangement sheet and confirmed that the parade would march off at 10.50 a.m. to arrive at the church at 10.55 a.m.

It was agreed that Craig would talk to the Scouts and Guides prior to the event to ensure that all involved in the parade had coats with them in case of poor weather.

The Clerk reported that Wem Jubilee Band had confirmed that a bugler would be in attendance for the playing of the Last Post and Reveille.

Rev Heron left the meeting at 10.15

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

It was confirmed that a road closure application had been made and approval had been received. However the Town Council was still waiting for the laminated signs that would need to be displayed by 26<sup>th</sup> October

The Clerk stated that she would contact Clive Shingler to see if he was still willing to co-ordinate the road closure and act as Chief Marshall as he had done in previous years. She advised that any volunteers should meet at 10.00 a.m. on the morning of the event for a briefing by the Chief Marshall.

The Clerk agreed to contact Mr Tim Wilton-Morgan regarding acting as the First Aid Officer as he fulfilled this post last year.

The Clerk 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.

- 3 To discuss any other matters of concern relating to the event.

**Beacon Lighting** – The Clerk reported that the Town Council had not supported any extension of the parade route so that it could end on the recreation ground with the lighting of the beacon as the appropriate roads had not been closed to facilitate this.

A discussion took place on the lighting of the beacon and the committee agreed that the best time to light the beacon would be at 18.00 which was the time of the national lighting of beacons. Christine Saxton agreed to provide Wem Sports and Social Association with a copy of the RBL's insurance policy for this event. The Clerk confirmed that Wem Jubilee Band had agreed to provide a member to play the Last Post at the beacon lighting. Committee members felt that if this event was well advertised it would be supported by the community as it gave people who may not have been able to attend the Church Service the opportunity to be involved in the commemoration event. The Clerk agreed to post details on the beacon lighting on the Town Council's website and social media pages.

**Mobile amplification unit** – A concern was raised that whilst Rev Heron could be well heard it was difficult hearing other representatives involved in the outside service. A discussion took place on the need to borrow a mobile amplification unit and The Clerk said she would ask around to see if one was available.

**Refreshments** – Christine Saxton reported that she could not currently confirm where the refreshments would be held as she still needed to speak to the United Service Club.

Meeting ended 10.35