



Saxilby with Ingleby Parish Council

Non-confidential

Remembrance Event

Report to: Extra-Ordinary Full Council 24-10

Report by: Clerk

Power/duty which decision falls under: Section 137 of the Local Government Act 1972

Which council objective(s) it falls under:

- Improve the well-being of residents
- To foster public participation and engagement

Public Sector Equality Duty (*Consider how policies/decisions affect those protected under the Equality Act*)

The event is open to all, in an accessible location.

Consideration on carbon reduction:

Residents will be encouraged to walk/cycle to the service.

Consideration of risk management in relation to the proposal¹

It is impossible to list every risk faced by a local council. Risk, in the general sense, means the likelihood of an event happening, and the severity of the negative consequences. The insurance industry regards risk as representing loss or damage. Risk always involves uncertainty. When protecting a local council effectively, it is important to consider if risk is present in the following areas (SLCC AN241)[Tick]

Decision making

✓Finances – there is a small budget to cover the event

✓Property – permission has been granted by Saxilby Recreation Ground Charity to hold the service on their land

✓Staff – caretaking and admin staff

✓Events

✓Legal – permission has been granted by Saxilby Recreation Ground Charity to hold the service on their land. A risk assessment will be carried out.

✓Inspections – the area will be inspected beforehand to ensure it is safe

✓Written/verbal communication – comms are in place for the event

Does the report consider any new activity? If 'Yes', has a risk assessment including risk management proposals for consideration been included for consideration and adoption by the council? (Financial Regulation 17b)

No.

A risk assessment will be prepared for the event.

¹Risk areas to consider - strategic/operational, likelihood/impact, add to risk register? Any contingency planning needed?

REPORT

The annual Remembrance Service is to take place at the Memorial on Saturday 9 November from 10:45am.

Permission has been received from Saxilby Recreation Ground to hold the service on the car park as usual. Signage and cones are planned to be put up in the car park the day before to ensure no vehicles are parked within the service area.

The car park barriered off before and during the event. This is for the safety of those taking part in the service in the car park. Sports clubs and Sports Hub have been notified.

Revd Jane Foster-Smith has agreed to lead the service.

Order of service will be printed, including a list of those organisations laying wreaths.

A bugler is confirmed.

Chair, Cllr Hillman lay a wreath on behalf of the parish council.

Local organisations are being invited. Saxilby WI, Saxilby Scout & Guides and Saxilby Fire Service usually lay wreaths and will be invited.

The service is being advertised on social media, on the council's website, in the Foss Focus, and on posters around the community.

Mr Cotton to be invited to read out the names of those who lost their lives.

Chairs will be set out for those who require seating for the service.

The wreaths to be removed after four calendar weeks and organisations contacted to request their collection.¹

Staff will be present to assist.

Refreshments afterwards

Refreshments will be provided in the function room following the service.

Wreath

In-line with the council's sustainability objectives a compostable wreath is to be ordered from the local florist.

The wreath usually contains red poppies as a recognised symbol of remembrance and hope.

A request has been made this year to include white (denoting remembrance for all victims of war, a commitment to peace and a challenge to attempts to glamourise or celebrate war) and purple poppies/flowers (to remember animals in war).

How can councillors support the event?

- Councillors are encouraged to attend this event and wear their cllr badge.
- Donation of a cake.
- Volunteer to sign visitors in
- Volunteer to serve refreshments and cakes
- Volunteer to tidy away after event

RECOMMENDATION(S):

That Extra-Ordinary Full Council notes the report

- **Agrees the arrangements for the event**
- **Agrees the colours of flowers/poppies to be include in the wreath**

ⁱ There is no guidance as to how long wreaths should remain at memorials. In some places they are removed after weeks, in others after months. In most places, the local Legion branch and local authorities agree on a suitable time to take them away. Wreaths laid at the Cenotaph remain there for two weeks after the Ceremony and are then collected.

Source: https://support.britishlegion.org.uk/app/answers/detail/a_id/263/kw/When%20should%20wreaths%20be%20removed/session/L3RpbWUvMTcyODkxMzM3Ny9nZW4vMTcyODkxMzM3Ny9zaWQvZlU5WVltM01oWmw2Q2lJdTdFNU RWRVFQTEg1YjNpbzc4TENuUks0OUtUSTZDUEprN1VmUjlrQVRnbnBzQ0VEV3hCYkxUSnZ2dVBDUm1oMGxvOUJmJTdFWjVNaHZmQ2FTJTdFQmI0N0owa1hHcnNiOXFLVE5SSmJCRke0MUNnJTIxJTIx