



Saxilby with Ingleby Parish Council

Non-confidential

Remembrance Service 2025 – Feedback and Recommendations

Report to: Planning & Development Committee 25-11

Report by: Administration Officer

Power/duty which decision falls under: Local Government Act 1972, s.145 (Provision of entertainment and support of cultural events)

Which council objective(s) it falls under:

- Maintain and improve community facilities and amenities
- Preserve and enhance heritage assets, environmental assets and wildlife
- Improve the well-being of residents
- To foster public participation and engagement
- To recognise the climate and biodiversity emergency and it should be considered as the basis of all decision and policy making

Public Sector Equality Duty

Consider how policies/decisions affect those protected under the Equality Act)

The event was free and open to all members of the community. Accessibility was rated as *excellent* or *good* by almost all (96%) respondents. One suggestion was to consider better provision for disabled parking and easier access for those with mobility challenges. This has been noted and can be addressed for future years.

Duty to conserve and enhance biodiversity

Minimal environmental impact. It was requested that flowers and wreaths laid were biodegradable, and those that are not will be re-used and recycled where possible.

Consideration on carbon reduction:

- The event was held locally, reducing the need for travel. Reusable cups and crockery were used for refreshments.
- Look to use non-dated printed materials (e.g. orders of service) so they can be kept and reused in future years.
- Share information online and on social media so residents can use their phone to access the information, reducing printing.

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

No. The Parish Council Remembrance Service is an annually held event.

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:

Risk Area	Risk Present/Description?	Likelihood	Impact	Risk Rating	Mitigation & Contingency
Decision Making / Strategic	Event not meeting community expectations	Low	Low	Low	Collect feedback and adjust annually
Finances	Overspend on refreshments or supplies	Low	Low	Low	Budget set and monitored by Clerk and finance committee
Property	Damage to memorial or community centre facilities	Low	Medium	Low	Stewarding and supervision in place
Staff / Operational	Insufficient staffing or communication gaps	Medium	Medium	Medium	Early planning, clear roles and rota
Legal	Licensing or insurance non-compliance	Low	High	Medium	Risk assessment, insurance and permissions completed
Written/Verbal Communication	Public misinformed about timings	Low	Low	Low	Publicised via multiple channels
Insurance	Event risks not adequately covered	Low	High	Medium	Parish Council insurance covers civic events
Inspection / Events	Slips, trips, crowd management	Low	Medium	Low	Site inspection and stewarding conducted. First aiders on-site

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

REPORT

I. Event Overview

The annual Parish Council Remembrance Service took place on Saturday 8 November 2025 at 10.45am, at the War Memorial, Saxilby Public Recreation Ground, followed by refreshments in the Function Room at St Andrews Community Centre.

Over 100 members of the public attended, including representations from the Parish Council, Scout and Guide Association, St Botolph's Church, the Royal British Legion, and Saxilby Public Recreation Ground.

The service including readings, prayers, and wreath-laying by community groups. A local musician performed to signal the start and end of the two-minute silence, which received positive feedback.

Delivery of the event and refreshments afterwards was supported by staff and councillors, with 85 people in attendance.

2. Feedback Summary

Public feedback was overwhelmingly positive, with appreciation for:

- The respectful and well-organised service
- The visual presentation on screen remembering the fallen
- The friendly and welcoming refreshments afterwards

Staff and councillor feedback also reflected strong teamwork and continuous improvement from previous years. Key observations included:

What worked well

- The revised layout for the Function Room worked much better – it was easier to navigate and serve refreshments, and limited queuing
- Setting up and clearing down were efficient with lots of willing helpers. Preparing the Function Room the day before the service made a big difference to the set up process.
- Volunteers, councillors and staff worked well together as a team
- The queuing system for wreath-laying, with councillors directing, worked well. It felt orderly and dignified, and meant the order of wreath-laying was less important
- Feedback forms were a useful addition for gathering reflections
- Overall public response was very positive, with residents praising the event and commenting that it was better each year
- Good attendance from residents and community groups

Areas for improvement/Actions for next year

- Consider not listing names of wreath-layers in the Order of Service – extra wreaths were added on the day, so an announcement during the ceremony may work better.
- Add WWI soldiers to the presentation on the screen
- Improve advance communication with all staff, volunteers, and councillors, including dress code and expected roles and responsibilities
- Hand out orders of service at the gates/entrances as attendees arrive
- Increase promotion of the event
- Ensure gluten-free and vegan refreshments are provided and clearly labelled
- Consider parking and the impact of football being played during the service
- Consider footpath closure and/or marshal presence to prevent people walking through the memorial area during the service

3. Financial Considerations

Expenditure for the 2025 service was minimal and met within the allocated events budget, covering refreshments, materials, and the parish council's wreath.

For 2026, it is proposed that:

- The council purchase a wreath to be laid at the service
- The council purchase additional large poppies for display on lamp post, at a cost of £5 per poppy

The lamp post poppies are a valued visual representation of the community's remembrance. Some have become lost over time, and so the display of poppies leading up to the war memorial is considerably less impactful than initially intended. Additional poppies could be funded directly from the council's events budget, or through a community sponsorship scheme, which would allow residents to sponsor a poppy and further engage with remembrance.

4. Conclusions

The 2025 Remembrance Service was well attended, smoothly delivered, and well received by the public. The event continues to demonstrate the value of community partnership and careful planning. With small operational adjustments, it can be further enhanced next year.

RECOMMENDATION(S):

It is recommended that Planning & Development Committee:

- a) Note the feedback on the 2025 Remembrance Service
- b) Agree the date for next year's service – Saturday 7 November 2026 at 10.45am
- c) Agree to purchase a wreath to be laid at next year's service
- d) Agree to purchase further large poppies for the lamp post display

Appendix: Survey Results (Public)

1. Overall, how satisfied were you with the event?

[More details](#)

Very satisfied	24
Satisfied	2
Neutral	0
Dissatisfied	0
Very dissatisfied	0



2. Please rate the following aspects of the event:

[More details](#)

Excellent Good Fair Poor

Organisation and information

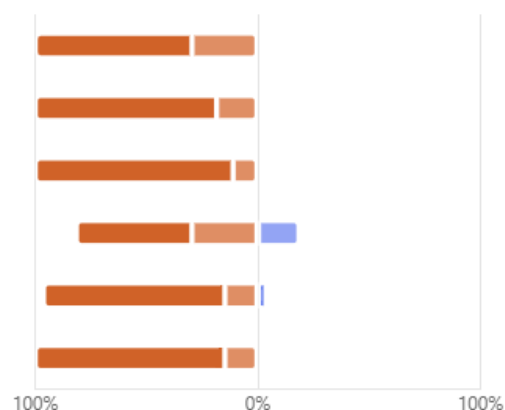
Venue and facilities

Ceremony and activities

Communication before the event

Accessibility

Refreshments



3. What did you like most about the event?

21 Responses

Id	What did you like most about the event?
2	Community feel
3	All of it
4	Community involvement
5	Lovely service and community event
6	The service but nice having the refreshments to chat to people
7	Sense of community and respect
11	Entire service
12	Community coming together to remember
13	Calling out of the names and each individual's history displayed on the screen
14	Respect taken by all
15	Community involvement
16	All the scout and guide groups being represented
17	Very good Organised well Come every year
18	So please we had a musician to play the last post

20	All
23	The Remembrance Service
24	The Guides & Scouts
25	The service
26	Community coming together
27	I like how it's continually supported each year
28	The community feel

4. Do you have any comments or suggestions for improvement?

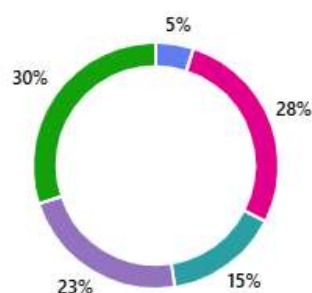
11 Responses

Id	Do you have any comments or suggestions for improvement?
2	No you all did brilliantly
3	Keep it as it is!
6	Nice to see it well supported
8	A better PA
10	Names of wreath layers to be announced
12	More advertising
	A little bit more remembrance of others lost in following wars. Also more about those left behind.
	Sort out the mic for the rear. We could mostly hear her but it wasn't great.
16	Refreshments - more vegan things would be good and non-dairy milk
	Allow disabled drivers vehicle access to car park. Disappointed to see Women's Institute was not in the list to lay wreaths. The WI started in 1915 to help provide food during the war, it surely should feature above the Cricket Club!
19	
20	Better audio system
23	I have nothing to say
24	Lemon Blondie Cake 5*

5. Where did you find out about the event?

[More details](#)

Poster	2
Word of mouth	11
Facebook	6
Foss Focus	9
Other	12



6. Would you attend a future Remembrance event?

[More details](#)

● Yes	26
● No	0
● Maybe	1

