



HARPENDEN TOWN COUNCIL

CLOSER TO THE COMMUNITY

**HARPENDEN TOWN COUNCIL
MINUTES OF THE MEETING OF
THE REMEMBRANCE DAY WORKING PARTY**

**HELD AT THE COUNCIL CHAMBER, TOWN HALL,
LEYTON ROAD, HARPENDEN AL5 2LX
ON THURSDAY, 2 DECEMBER 2021 AT 7.00PM**

Present: Councillor Lisa Scriven (Chair), Councillor Harry Hill
Jane Smith – Harpenden and Redbourn Girlguiding
Ray Vassie – Harpenden and Wheathampsted District Scouts
Ian Hunt – Royal British Legion
Jane Unwin – St John's Ambulance
Flight Sergeant Adam Birch – RAFAC (Virtual)
Sgt Mark Essam – St Albans Safer Neighbourhood Team
(Virtual)

In Attendance: Jane Juby, Democratic Services and Civic Officer, HTC
Harriet Tamke, Events Officer, HTC
Faye Sarron, Events Support Officer, HTC

Apologies: Cllr Paul Cousin, Rosemary Crofts (RBL), Beverley Crofts
(RBL), WO Chris King

17. APOLOGIES

Apologies were received from Cllr Cousin, Rosemary Crofts and Beverley Crofts, and WO Chris King.

18. DECLARATION OF INTEREST

None.

19. CHAIRMAN'S REPORT AND URGENT ITEMS

None.

20. MINUTES

The Minutes of the **Remembrance Day Working Party** meeting held on **6 September 2021** were accepted and signed as a correct record.

21. EVENT FEEDBACK

21.1 Timings

Timings for departure of the Parade were discussed as it was felt that it had arrived at the Memorial too early and consequently participants, particularly young people, had been standing for too long. There had been incidents of fainting.

It was noted that the size of the Parade could fluctuate, which may affect time taken for it to reach the War Memorial, but it was important to maintain a set time in advance as this was best for safety in relation to timed road closures rather than adjust on the day.

Feedback was presented to the Working Party. It was proposed to move the departure time from 10.30am to 10.35am, but it was agreed it was not necessary to bring the arrival time forward. It was noted, however, that timings in this regard had been discussed in previous years and a number of factors could additionally impact on time standing at the Memorial and additional measures are required to avoid people becoming unwell.

21.2 Parade and Dismissal

Forming up of the Parade was discussed. There had been confusion as to where participants should stand, although the Events Support Officer reported that signage for each group had been placed out that morning as planned. It was acknowledged that forming up on/near Leyton road rather than in Rothamsted Park was more problematic and line up should return to the Park next year. It was proposed that a Councillor could assist with form up of the civic party as some participants in this group were not in the correct order. Others could also nominate someone to assist with form up of their respective groups.

The incidents of fainting were further discussed. It was acknowledged that participants should eat and drink well before the event as not doing this may have contributed to these. It was agreed that an advice sheet/briefing should be given to all young people participating via their group leaders to ensure that they did so. It was agreed that joining instructions would additionally be sent to all groups participating.

It was also noted that it was important to wear warm layers of clothing wherever possible under uniforms.

First Aid provision was discussed. It was noted that although a nominated First Aider was at the event, people approached St John's Ambulance directly. Thanks were expressed to St John Ambulance who attended the incidents. It was commented that all groups should have a First Aid Kit and be prepared for and be responsible for any First Aid incidents that should arise, as in previous years.

The Events Officer added that, going forward, a First Aid Point would be established with two First Aid personnel and that group leaders should call upon this for assistance. In addition, a seating area could be provided for those feeling unwell to go to, with signage to indicate clearly where this was located.

The Scouts representative asked that, although the Parade Marshal did call the Dismissal, the Mayor's Address be reinstated next year as this gave a clear cue for groups to depart.

21.3 Traffic Management and Road Closures

Thanks were expressed to Sgt Essam and the Events Support Officer for the smooth running of road closures and traffic management on the day. There had been no issues in this regard. Sgt Essam informed the Working Party that colleagues confirmed road closures were better this year, in particular the closure of the High Street by Lloyds Bank. This helped traffic flow during the time of the Service.

21.4 Service

The length of the Service was discussed and in particular, the form of the Call to Remembrance.

It was proposed that the Call to Remembrance could take the form of a poem or reading first, before the reading of names. The reading of names should also start the following year from the point reached at the preceding year. Retaining some reading of names was felt to be important as this provided a personal element to the Service, and could be adjusted in length to ensure the Silence happened at the right time.

Ian Hunt, RBL to explore options with other groups, the Call to Remembrance to remain as is until further proposals put forward, with names to start from last point reached.

It was noted that the QR codes for downloading an electronic version of the Order of Service were being used and should continue.

21.5 Wreath Laying

It was asked if an RBL representative could assist with indicating when groups should lay their wreaths, as there was some confusion after the civic party had concluded their wreath laying. Jane would continue to assist the civic party.

The RBL representative requested that a dedicated wheelchair user area be set up and also confirmed that it was appropriate for more than one wreath to be laid at a time by similar groups, for example, the Emergency Services.

The Guides representative commented that she had understood a space had been reserved on one of the plinths for the Guides, but that this had been taken by a Cadet.

The RBL representative also confirmed that there had been no RBL standard bearer this year, volunteers were becoming increasingly hard to find to fulfil this role.

21.6 Marshalling

Thanks were expressed to the Lions for marshalling on the day.

It was agreed that the Lions could potentially also help with forming up the Parade as well.

The meeting closed at 8.15pm

Chairman.....

Date.....