

APPENDIX B

Remembrance Sunday 2021 – Bridgnorth

Notes of an initial Planning Meeting Town Council / Royal British Legion/ St Marys Church – Held on 2nd August 2021 at College House.

In attendance

Royal British Legion

- Chairman, Mr John Whitty

The Bridgnorth and Morville Parishes Team Ministry,

- Rev'd Prebendary Simon Cawdell

Town Council (Events & Christmas Committee:

- Councillor Gerry Colley
- Councillor Rachel Seabright
- Councillor Ian Wellings
- Lee Jakeman – Town Clerk
- Ros Williams – Deputy Town Clerk
- Ashley Kendrick – Democratic Services Officer

Summary of Discussion

- 1) Introductions and review of last years event (under covid).
- 2) This year's event: 14th November
- 3) Format for this year:
 - a) 10:30 – 10:45 Parade from Northgate/ Church St / St Leonards Close to Castle Grounds
 - b) 10:45 -10.55 Civic Party, RAF Contingent, Wreath layers form up in close proximity to War Memorial
 - c) 10:55 – 11:15 Act of Remembrance at the War Memorial
 - d) 11:25 – 12:30 Church Service at St Marys.
- 4) RBL Chairman states that Remembrance Sunday is an RBL event.
- 5) Elements that need some co-ordination:
 - a) Road Closure for parade – Town Council to submit (overall responsibility of parade therefore lies with Town Council).
 - b) Marching Band – RBL Chairman to source/ provide.
 - c) Act of Remembrance in Castle Grounds:
 - i) Bugler - RBL Chairman to source/ provide.
 - ii) PA System – Town Council to source and provide.

- iii) Oration – RBL Chairman
 - iv) Playing of National Anthem at the war memorial – Band (under instruction of RBL Chairman).
- d) Church Service at St Mary's:
- i) Rev Cawdell to deliver.
- e) Miscellaneous:
- i) Precise starting point of the parade to be confirmed (RBL Chairman/ Town Clerk).
 - ii) Service sheets for the act of remembrance and church Service – production and content to be confirmed with all parties.
 - iii) Post event refreshments – to be considered by the Town Council Christmas and Events committee (level of funding to be determined).
 - iv) Confirm wreath for Mayor ordered from RBL.
 - v) RAF Cosford contingent to be confirmed (booking made earlier in the year).
 - vi) Follow up meeting early October required.

Lee Jakeman
Town Clerk

6th September 2021