

REMEMBRANCE WORKING PARTY

6.00pm, 20th October 2020
Via Zoom

Present: Cllrs Mr S Attenborough, Mr R Hoelmer, Mr R Mayne, Mr P Williams, Fr A Hall (St Catherine's Church) Mrs A Crabtree, Mr G & Mrs S Whitworth (Burbage Heritage Group), Mr K Coates, Mr D Leslie (British Legion), Mr R Smith (Member of Higham Way Baptist Church), Mrs H Thomasson (Principal Officer) and Ms J Perry (Deputy Principal Officer)

1. **To receive apologies for absence**

Apologies were received and accepted from, Cllr R Flemming.

2. **To confirm the minutes of the meeting held Wednesday 16th September 2020**

The meeting accepted the minutes of the 7th October 2020 as a true record.

3. **2020 Remembrance Sunday Commemoration**

Framework for the Event

Cllr Williams updated the meeting on the guidance now received from Government and in the light of this guidance the Parish Coronavirus Sub-Committee had considered the plans in place for Remembrance Sunday. The Sub-Committee considered the risk of numbers of public still turning up at the event would be too high and asked that we consider alternative arrangements for pre-recording content prior to the day, and that the activities for Remembrance Sunday at the War Memorial would focus only upon laying wreaths early in the morning. In addition, Cllr Williams will seek agreement to record the last post, at the end of the wreath laying, for later viewing. Mr Coates confirmed that the Legion Standard should be able to be made available at this point in the morning.

The arrangements and timings proposed will be early in the morning, after which the site would be vacated. Each wreath laying slot will be 4 minutes and people will be asked to arrive no more than 10 mins before their slot and depart after they have laid their wreath. These timing should mean a maximum of 5 parties waiting to lay a wreath at any one time. Signs will be placed at the rose garden to inform members of the public that the normal service will not take place. Burbage residents will be encouraged to watch the video from approximately 10:40 on YouTube and this message will be communicated via the Local Rock, Hinckley Times and Parish Website.

Wreath parties would be requested to be kept to a maximum of three people. Any members of the public who do stop to spectate the event will be asked to produce test and trace details for event stewards. An NHS QR code will

also be available for those who are able to use the App. A one way system will be in place for the wreath laying.

Cllr Williams to confirm the timing for the arrival of the Legion Standard.

This framework for the day was agreed by all members.

Pre-recorded Content

Fr Andrew confirmed that the hymns for the event have now been pre-recorded and he will make the video available to Mr Smith.

It was agreed the best time to plan to record the service elements will be early on a Sunday morning at the war memorial. Fr Andrew and Rev Jon Grant will co-ordinate the details of this recorded elements including the young person content. Cllr Flemming will be made aware of the need to attend.

A wet weather plan will be to consider filming in St Catherine's Church.

Mr Smith will consider a video montage for the 2 minutes silence.

Event Stewards

Mr Leslie is happy to perform the wreath steward role at the entrance to the rose garden.

Mr Coates, Cllrs Rolf Hoelmer, Lucie Hoelmer offered to perform steward roles on the day.

Existing laid wreaths

Mrs Thomasson asked for guidance of the protocol for removing the existing wreaths from the war memorial. It was agreed that it would be appropriate to remove wreaths and clean the war memorial on Friday 30th October. It was suggested that the wreaths would be repositioned between the Lamppost in Pughe's Paddock and the Featherston Drive memorial.

Poppies

Mrs Thomasson asked what arrangements should be made for the lamppost poppies this year given there will be no parade. It was agreed the poppies around Church Street and New Road would be installed as normal, but not along Grove Road. It was suggested poppies could be installed outside each of the village schools.

Event Planning Notifications & Risk Assessment

Cllr Williams will, together with the Parish staff, ensure the notification forms are completed and risk assessments undertaken.

4. Further meetings

The next meeting on zoom will be provisionally reserved for Wednesday 28th October 2020, if a further meeting before Remembrance Sunday is deemed necessary.