

Remembrance 2018 – notes from meeting held at 5.30 pm on Monday 5 February 2018

Present: Stuart Halsey and Kay Bonning-Schmitt (WDC Communities), Stephen Ardley (Deputy Leader WDC), Sarah Foote and James Cox (Lowestoft Town Council), Paul Brooker (Suffolk Police), Chaplain the Rev Mathew Payne, Leo Whisstock and Bonnie Whisstock. There were no RBL representatives at the meeting.

1. Stuart Halsey gave a debrief of the 2017 Remembrance Day Service. All agreed it was another successful event with an estimated 1500 people in attendance. Unfortunately, after a dry start to the morning, rain had quickly arrived during the service and this meant several people went away wet. Feedback from the service had been received by Stuart with the majority of the negative comments had been received about the length of the service, time taken to lay wreaths but on reflection these were probably only received because the rain had set in. Other comments including how people had not been able to buy poppies or make a donation on the day other than in the Iconic Pub. This was something the RBL usually takes responsibility for on the day. The bridge traffic had been allowed to flow, as has been the case for many years but could this be changed for this year only so the barriers are lowered for the silence only. The bridge would remain down.
It was suggested the laying of the wreaths could take less time by the dignitaries going together and others laying wreaths in larger groups. The Lord Lieutenant /Deputy Lord Lieutenant would still lay their wreath first and on their own. This would help shorten the length of the service and be welcomed in wet weather. A wet weather (Plan B) service should be ready to use on the day even at very short notice with WDC (or LTC moving forward) to have final say on implementation. All programmes could include a message stating *subject to change in bad weather*.
2. WDC/LTC relationship. The understanding of the meeting was that for the 2018 service WDC would lead on the arrangements but LTC would shadow to learn what was involved. LTC would provide the funding for the event. For 2019, all arrangements would be part of the Town Council's civic responsibility and LTC would organise the event independently from WDC, and, fund it. LTC Officers responded that this would have to be put to Council for approval and comments were received in return that LTC had, as part of the reorganisation order, been given the precept for this event. LTC Officers responded that they would have to be satisfied of this and, again, present to full Council.
3. Arrangements for Remembrance Sunday, Armistice Day and 100 year anniversary of end of WW1 – Sunday 11 November 2018

The following items were discussed and would be actioned accordingly.

Item	Action	Done
Application to be made to War Memorials Trust for grant to clean war memorial. Link to be provide to WDC to investigate a possible grant application	SF	
Additional events to be held to mark 100 anniversary; LTC brought to the meetings' attention the Bruno Peake's Battle's Over document and noted in particular the ideas of the 6 am bagpiper, 7 pm lighting of beacon, bell ringing. This would all need further, but early, consideration. LTC to provide link to this document to WDC. Other ideas such as fireworks, flypast, sailpast, theatre	ALL SF	

shows were discussed and it was agreed all should give thought to commemorations for this anniversary year. Additional sources of funding could be required and should therefore be investigated. Possible SCC Locality budgets.	ALL SA	
Bridge barriers to be lowered for two minutes silence. Liaison needed with Ports Authority and Highways England.	SH, PB and SA	
Consideration to be given to larger than usual attendance due to anniversary year.	SH, PB	
LTC Officers to provide report to Town Council – detailing full cost of funding 2018 event (appended as page two for LTC copy only)	SF	
Consideration of where an emergency base could be housed in the future if EPP is not available.	ALL	
Publicity of the event – before and after – particularly as 100 years. Why does local TV never cover Lowestoft. Discussion to take place with Phil Harris at Waveney (invite Phil to next meeting). Also could a drone be used to obtain an aerial photo of the event.	SH SH	
It was noted, with some concern, that this year for the first time Beccles would also hold their service in the morning and this may effect policing resources.	PB	
Service sheets to be reviewed to give scope for a Plan B (shorter service) if bad weather	SH, MP	
Wreaths to be laid 'en-mass', with the exception of the Lord Lieutenant , if bad weather dictates.	BW	
Consider a Lowestoft wide two minute silence (shops, businesses etc). Liaise with Lowestoft Rising and Lowestoft Vision as well as WDC Communications Team.	SH	

Next Meeting to take place on Monday 11 June at 10.00 at Riverside.

PROVISIONAL BUDGET FOR 2018 REMEMBRANCE SERVICE

There is an assumption by Waveney District Council that Lowestoft Town Council will cover all expenditure for the 2018 event (“they were given the precept to do so”). However, as this year is a unique year it is difficult to determine exactly how much the service, and additional centenary events may cost. The following is based on historic costs incurred by Waveney District Council.

ITEM	COST
Service Sheets	£100.00
Transportation of chairs stored with OBPC to Lowestoft	£115.00
PA system	£300.00
Wreaths	£25.00 minimum donation each
Additional staff hours - to shadow event management and additional events in evening (estimate 12 hours). Event Planning to be covered in usual office hours?	£1584.00
Additional budget to cover special events for centenary ???????	???????
Crowd barriers and clean up of area – currently delivered for free by Waveney Norse	
ESTIMATED TOTAL EXPENDITURE FOR LOWESTOFT TOWN COUNCIL IN 18/19 FINANCIAL YEAR FOR 2018 REMEMBRANCE EVENT(S)	£2149.00
	+BUDGET TO SPECIAL EVENTS???