

Dereham Town Council

Full Council

Agenda Notes

12th September 2023

10. To consider funding the production and distribution of the Remembrance Sunday Parade and Church Guide to Participants for the Royal British Legion. (Cllr H King)

At the 2020 October Full Council meeting councillors agreed in conjunction with the Royal Brith Legion an Agreement of Responsibility for the Remembrance Sunday Parade.
(Copy enclosed)

The RBL are now asking that the Town Council take over the funding for the production and distribution of the Remembrance Sunday Parade and Church Guide, but having checked the distribution list it clearly shows that the vast majority of those on the distribution list have email addresses that the information could be sent out to and therefore this would cost the Royal British Legion very little if anything at all.
(Copy enclosed)

AGREEMENT OF RESPONSIBILITY			
Date	Action	TC	RBL
1	Take overall responsibility for the parade (Event Organiser)	X	
2	Have Public Liability Insurance to cover those who are not members of the RBL	X	
3	Liaison with military Brigade HQ	X	
4	Applying for road closure to NCC	X	
5	Informing Police once road closure authorised	X	
6	Informing Bus companies once road closure authorised	X	
7	Displaying road closure notices as required	X	
8	Liaison with Vicar (Church service)		X
9	Liaison with Vicar (WM service)		X
10	Produce Risk Assessment	X	
11	Copy RBL Public Liability Insurance (covering RBL members) to TC		X
12	Booking of the Band (including funding)	X	
13	Booking of, and liaison with Bugler (including funding)		X
14	Production and distribution of Parade and Church Guide to participants		X
15	Booking venue for post-service reception		X
16	Booking and funding buffer for post-service reception		X
17	Liaison with the Band		X
18	Invitations to Civic VIPs	X	
19	Notifying TC of those who have ordered wreaths from the RBL PAO		X
20	R - 10 Confirming to RBL Wreathlaying Marshalls details of VIP/Official wreathlayers	X	
21	R - 10 Liaison with Vicar (VIP seating)	X	
22	R Day Provision of PA system	X	
23	R Day Provision of flags	X	
24	R Day Provision of Parade Marshall		X
25	R Day Provision of Speaker for Exhortation		X
26	R Day Provision of Standard Bearer(s)		X
27	R Day Provision of Parade Wreathlaying Marshall(s)		X
28	R Day Provision of refreshments for civic VIPs in reception venue		X

Only if it is felt additional security may be needed.

In consultation with the RBL the Town Council will decide the order of wreath laying

RBL – Remembrance Parade Distribution List

Entity	Email Address
Adjt Swanton Morley Unit	
Adjt RAF Marham	
HQ Norfolk ACF	ea-nor-info@rfca.org.uk ea-norceo@rfca.org.uk
OC 1249 Sqn ATC	oc.1249@rafac.mod.gov.uk adj.1249@rafac.mod.gov.uk
Breckland Council – Chairman’s Secretary	chairman@breckland.gov.uk OR sitting chairman’s Breckland email (2023 Peter Wilkinson peter.wilkinson@breckland.gov.uk)
Dereham Town Council	generalenquiries@derehamtowncouncil.org
Clergy	parish.office.dereham@gmail.com teamrector.dereham@gmail.com
Local Ukrainian Group	Ian Odgers – private email address
RBL	Distribute Internally by RBL
RAFA Chairman	Roy Clarke (Chair) – private email address Alistair Leech (Secretary) – private email address
R Anglian Regiment Association	https://www.royalanglianregiment.com/associations/ states this is Dave Whitehead
Dereham Town Band	derehamband@msn.com
Dereham Police	sntdereham@norfolk.pnn.police.uk
Dereham Fire Service	roger.mitchell@norfolk.gov.uk mark.richardson@fire.norfolk.gov.uk
Ambulance Service	
St John Ambulance	sally.harper@sja.org.uk
Red Cross	
Boy Scout Leaders (x3 includes Cubs)	Chris Scouter – private email address
Girl Guides Leaders (x2)	ggnadmin@girlguidingnorfolk.org.uk 1stderehamguides@gmail.com
Brownies Leader	Via Guides
Salvation Army	dereham@salvationarmy.org.uk