

# DRAYCOTT PARISH COUNCIL

MINUTES OF THE REMEMBERANCE WORKING PARTY MEETING HELD IN THE PARISH ROOMS ELVASTON STREET, DRAYCOTT ON TUESDAY 24 SEPTEMBER 2019 AT 7PM

**Present:** Chairman – D Dundas

Councillors – T Scott,

Invited groups – Rev Gary Dundas, Caroline Riley (for Scouts), James Whitehouse (Army Cadets)

Police – No

Members of the Public –

Minutes taken by Cllr T Scott

**Public Speaking** - none

**Apologies- Cllr V Clare**

**Format of the service including the amount and printing of the order of service** - The working party recommend to the Council that Rev Gary Dundas will create the order of service and Boston Promotions will print 250 amount. All casualties on the War Memorial should be listed on the Order of Service. The Scouts will provide refreshments after the service at the Scout Hut – this will be on the Order of Service and noticeboards / website / Facebook

**Start time of 10.45am – finish by 11.30am**

**Road Closure application** – the committee noted that application has been submitted to EBC for the road to be closed between 10.30am – 12 noon

**Signage** –The council will be asked for 2 Councillors to help Tony Tilling place the signs in the locations and that the Marshalls would move the road closure signs and barriers into place at exactly 10.30am and remove them at 12 noon

**Notices** – Cllr Diane Dundas will put up the laminated notices and also post a copy to the houses directly affected by the road closure. The clerk will advertise the road closure on the council Facebook page and website

**Marshalling of the event** – DVF will provide marshals for the event. Revd. Gary Dundas will arrange a marshals meeting at the church

**Bugler** – James Whitehouse will try to source a bugler

**PA system** – Russ Toor will provide a PA system with its own electricity supply at a cost of £75 to be invoiced to the Parish Council

**First Aid** – Cllr Tim Scott will be the designated first aider

**Lamp Post Poppies** – Rev Gary Dundas and Adrian Perkins will install the lamp post poppies in the same locations as last year. The clerk has notified DCC Highways of the lamp post numbers. The poppies will be installed week commencing 28<sup>th</sup> October

**Risk Assessment** – the risk assessment(s) have been forwarded to EBC and have already been approved by the Council, the clerk is to send copies to Steve Matthews (Army Cadets) – The cadets are not on parade and will join the Scouts at the Scout Hut to walk to the War Memorial

**Future working group meeting dates** – none identified as of this meeting

The meeting was closed by the Chairman at 7.20pm

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