

## **STC Report Template**

**Report to:** Full Town Council

**Date of Report:** 27 January 2025

**Officer Writing the Report:** Mayor's Secretary / Receptionist

**Pursuant to:** N/A

### **Officers Recommendations**

Members are asked to consider

1. Approving the Saltash Town Council event plan for the VE-Day 80<sup>th</sup> Anniversary event to be held on Thursday 8<sup>th</sup> May 2025
2. To approve associated costs of £454.80 for the event allocated to budget code 6202 Civic Occasions.

### **Report Summary**

VE Day 80 takes place on Thursday 8<sup>th</sup> May 2025 and marks 80 years since the end of World War II in Europe on 8<sup>th</sup> May 1945.

Through the National Association of Civic Officers (NACO) guidance has been issued on how villages, towns, cities and organisations are being asked to mark this important anniversary.

The recommended event plan is as follows for Thursday 6 May 2025. This information has been received from organisations and can be viewed as part of the guide found by following this link: <https://www.veday80.org.uk/>

<b>Time</b>	<b>Event</b>
9.00am	Town Crier reads D-Day 80 Proclamation VE Day flag raised
6.30pm	Church bells rung
9.30pm	Beacon lighting
9.30pm	Mayor to read Nation's Tribute

## Saltash Town Council event plan

The Mayor at the time of the VE Day commemorations will be the Mayor in place on 1 May (Cllr Julia Peggs) as she remains the Mayor until the Mayor for 2025/26 is elected at The Annual Town Council meeting to be held on 15 May 2025.

It has been confirmed the Mayor will be able to wear the usual regalia for the VE Day commemorations as this is following the elections taking place.

Time	Event
9.00am	The Town Crier to read the VE Day 80 Proclamation (see appendix A) outside Superdrug on Fore Street. The Civic Party to be in attendance. The event to be advertised as a public event. The event will be livestreamed on social media and led by the Communications and Engagement Officer.  VE Day 80 flag to be raised at the Guildhall by the Service Delivery Team.
6.30pm	Church bells rung in celebration at St Stephens Church. Included on the table of events circulated on social media, noticeboards and newspapers.
9.00pm	Civic Party gather at Guildhall to robe up.
9.10pm	Civic Party leave Guildhall
9.15pm	Musical entertainment to sing appropriate songs from the Ashtorre Rock upper balcony.  Live streaming on social media starts, led by the Communications and Engagement Officer.
9.20pm	Civic Party and Town Councillors gather outside Livewire to process to Ashtorre Rock.  Civic Party and Town Councillors gather on lower balcony.
9.25pm	Mayor welcomes everyone to the event.
9.26pm	Mayor's Chaplain leads everyone in prayer
9.28pm	Selected Member accompanied by Town Sergeant and Mace Bearer to walk to end of Saltash Pier for beacon lighting.
9.30pm	Mayor reads VE Day tribute (see Appendix B) in unison as selected member lights gas beacon.
9.32pm	Mayor thanks everyone for attending and closes event
9.32pm	Event ends.

All purchased decorations will feature a Union Jack design rather than being specific to VE Day. This approach ensures reusability for future Town Council events, maximises value for money and considers the environmental impact of production.

A VE Day flag will be flown at the Guildhall.

### **How Does This Meet the Business Plan?**

This event supports the following strategic priorities:

1. Boosting Jobs and Economic Prosperity by promoting Saltash as a vibrant and welcoming visitor destination.
2. Recreation and Leisure by providing a cultural event.
3. Climate Emergency by seeking environmentally friendly alternatives to bunting and the environmental impact of production.

### **Budget Overview**

Item Description	Quantity	Unit Price	Total Cost
VE Day 80 flag	1	£37.80	£44.80
Union Jack bunting (fabric)	50m of bunting	£300	£360
Photography	-	£50	£50
Total	-	£387.80	£454.80

### **Financial Regulations/ Procurement Threshold**

Does this project meet the procurement threshold?

Yes

### **Budgets**

**Budget Availability:** £9,500 (2025-2026 budget line)

**Budget Codes:** 6202 Civic Occasions

**Committed Spend:** None

**Signature of Officer:**

Mayor's Secretary / Receptionist