

To receive a report and protocol for the Town Council Remembrance Civic Service and consider any actions and associated expenditure

Report to: Full Town Council

Date of Report: 21 July 2025

Officer Writing the Report: Mayor's Secretary/Receptionist

Officers Recommendations

Members are asked to consider for the year 2025-26 the following Remembrance Sunday arrangements:

- **St Stephen-by-Saltash Service:** The Civic Party will assemble at the church at approximately 09:45am for the approximately 10:00am service, followed by the Act of Remembrance at the War Memorial at 11:00am, including the laying of the Town Council wreath (by invitation from Reverend Laura Bushell-Hawke).
- **Wreath Laying Ceremonies:** The Mayor and Consort on behalf of the Town Council will lay wreaths at the Waterside, Saltash Railway Station, and the Memorial Peace Garden to symbolise remembrance and gratitude, supported by the Deputy Mayor and Consort, Town Clerk, Town Sergeant, Mace Bearer, and Councillors, who are welcome to attend.
- **Saltash Town Council Remembrance Civic Service:** To be held at Wesley Church, commencing at 2:00pm.
- **The Reading of the Roll of Honour:** Will take place at St Stephen by Saltash and Wesley Church. This solemn tribute honours those who gave their lives in service, and forms a central part of our Act of Remembrance.
- **Remembrance Parade:** Supported by the Royal British Legion, the parade will form outside Wesley Church and proceed down Fore Street at approximately 3:00pm to the War Memorial at St Nicholas and St Faith Church for wreath laying.

- **Refreshments:** All attendees are warmly invited to join the Civic Party at the Guildhall for light refreshments following the event.
- **GWR Poppies to Paddington Event:** Subject to invitation, the Mayor and Consort will participate by handing over the Town Council wreath to the Train Manager. The wreath will be carried with dignity to Paddington Station, where it will be ceremoniously placed at the War Memorial on Platform 1, alongside others from across the GWR network.
- **Road Closure:** Approval of the road closure cost of £984.66. The final date for submitting the road closure application is 15 August.
- **Officer and Civic Party:** Approval of payment and TOIL for Officer and Civic Party members, as appropriate.
- **Budget Allocation:** Costs to be allocated to Budget Code 6202 – Civic Occasions and Staffing Cost.

Report Summary

Remembrance Sunday is a profoundly important occasion in the United Kingdom, observed on the second Sunday of November to honour the service and sacrifice of the Armed Forces and to commemorate those who lost their lives in conflict.

This year's arrangements differ slightly from previous years, as the Town Council Civic Party has been invited by Reverend Laura Bushell-Hawke to attend not only the Act of Remembrance at the St Stephen-by-Saltash War Memorial, but also the morning service at the church.

All members of the community are warmly invited to attend both the morning and afternoon services taking place in Saltash to remember those who lost their lives in conflict and join the afternoon parade. Please note that seating within both churches may be limited. Attendees are welcome to stand if seating is unavailable.

In the event of extreme weather, wreaths will be respectfully laid at the altars of St Stephen by Saltash and Wesley Church, and will be transferred to the War Memorials as soon as conditions allow.

Budgets

Budget Code: 6202 Civic Occasions

Budget Availability: £8,889

Signature of Officer:

Mayor's Secretary/ Receptionist