

## **To receive a report for the Town Council Remembrance Events and consider any actions and associated expenditure**

### **Report to:**

Full Town Council

### **Date of Report:**

7 July 2026

### **Officer Writing the Report:**

Mayor's Secretary/Receptionist

### **Purpose of Report:**

To present the proposed arrangements for the Town Council's Remembrance Sunday and Armistice Day commemorations for 2026–27.

### **Officers Recommendations**

Members are asked to consider, confirm and approve various arrangements for Remembrance Sunday and Armistice Day for 2026–27:

#### **Remembrance Sunday**

- **St Stephen-by-Saltash Service:** The Civic Party will assemble at the church, at approximately 9.45am for 10am service, followed by the Act of Remembrance at the War Memorial at 11am, including the laying of the Town Council wreath (by invitation from The Reverend Laura Bushell Hawke).
- **Wreath Laying Ceremonies:** The Mayor and Mayoress 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 Civic Party, and Councillors, who are welcome to attend.
- **Saltash Town Council Remembrance Civic Service:** To be held at Wesley Church, commencing at 2pm.
- **The Reading of the Roll of Honour:** Will take place as part of the service at 2pm to be held within the 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 3pm to the War Memorial at St Nicholas and St Faith Church for wreath laying.

- **Parade Marshall:** The Parade Marshall role will be undertaken by the Town Crier who will form up and start the parade using the Royal British Legion Recommended Orders of Precedence (attached as **Appendix A**).
- **Road Closure:** Members are asked to confirm the appointment of Company A to deliver the road closure. The final date for submitting the road closure application is 17 August 2026. Quotes are provided in the report summary and attached for member's review.
- **Town Band:** To lead the parade and play during the wreath-laying at the War Memorial, St Nicholas and St Faith Church, at a cost of £400.
- **Outside PA System:** To appoint an external PA company to assist with outdoor acoustics, should no suitable in-house provision be available, at a cost of £400 (attached as **Appendix B**).
- **Officer and Civic Party:** Members are asked to approve the additional hours and payment for Officer and Civic Party members, as appropriate for both Remembrance and Armistice Day.
- **Wreath Laying:** The Town Crier, assisted by Officers, will use the Royal British Legion Recommended Orders of Precedence for the wreath laying at the War Memorial at St Nicholas and St Faith Church. Everyone who has a wreath will be given the opportunity to lay it at the War Memorial. (attached as **Appendix C**)
- **Refreshments:** All attendees are warmly invited to join the Civic Party at the Guildhall for light refreshments following the event.
- **Photography:** Members are asked to confirm whether they wish to appoint a professional photographer at a cost of £180 in line with the Civic Handbook.

### **Armistice Day**

- **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.
- **RBL Two-Minute Silence Fore Street:** The Civic Party will attend the two minutes silence outside of the Brunel Inn at 11am at Saltash Royal British Legion's invitation. Members and staff will be invited to attend.

- **Lamp Light of Peace:** To consider whether the Town Council wishes to participate in the Lamp Light of Peace initiative, approve any associated costs, and agree how participation will be incorporated alongside the existing Armistice Day commemorations.
- **Budget Allocation:** All associated costs, for both Remembrance and Armistice Day, to be allocated to Budget Code 6202 – Civic Occasions.

### **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.

In accordance with the Civic Handbook, the Mayor is required to undertake an annual review of the arrangements for Remembrance and submit a proposal for consideration by the Town Council.

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.

Due to the retirement of the Parade Marshall the Town Crier will undertake this role and will form the parade and the wreath laying order using the Royal British Legion Recommended Order of Precedence. The former Parade Marshall has offered to meet with the Town Crier prior to the event to share knowledge.

Town Council policy is to engage a professional photographer for civic events where high-quality images are required for the official record, or where specialist skills or equipment are not available in-house. A quotation of £180 has been received for full-day photographic coverage. However, the Communications Department has recently acquired new equipment capable of producing professional-quality images in-house; therefore, Members may wish to consider amending the policy and appointing the Communications and Engagement Officer accordingly.

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.

## Quotes for Road Closure:

Three quotes have been received to deliver the road closure for the parade to form outside the Wesley Church and proceed down Fore Street, to the War Memorial at St Nicholas and St Faith, stopping for wreath-laying and then proceeding to march past outside Specsavers, Fore Street to meet the Mayor and salute.

The quote is inclusive of submitting the application to Cornwall Council, signage and delivering the road closure.

Members are asked to consider the quotations received and determine which contractor should be appointed, having regard to cost and service provision.

Quotes received have been attached.

Company	Total Cost Excluding VAT
Company A	£1,581.95
Company B	£2,450
Company C	Declined to quote

## Armistice Day - Lamp Light of Peace

The Lamp Light of Peace – In Remembrance is a national initiative, supported by the Society of Local Council Clerks (SLCC), inviting councils and communities across the UK to take part in a shared act of remembrance on 11 November 2026.

The initiative encourages participating councils to light a Lamp Light of Peace at 10:57am, immediately before the national two-minute silence at 11am. This simple, symbolic act is intended to complement existing Remembrance Day commemorations, not replace them.

The lamp represents the “light of peace emerging from the darkness of war” and aims to create a shared national moment of reflection, remembrance and hope for the future. The organisers’ intention is for this to become an annual tradition, bringing communities together each year in a visible commitment to peace.

Participation is voluntary and flexible, allowing councils to tailor their involvement to local circumstances. This may include a simple lamp lighting alongside existing services, or wider community engagement with veterans, schools, and local groups. Members are asked to consider whether the Town Council wishes to support and participate in this initiative as part of its ongoing commitment to remembrance, community engagement and veterans.

The Town Council have been invited to participate in the Lamp Light of Peace initiative, to light a lamp at 10.57am on 11 November immediately preceding the national two-minute silence at 11am.

The Lamp of Peace also includes a cry to be delivered at 10.55am by the Town Crier and the purchasing of a red hurricane lamp at a cost of £55.

A flag of peace can also be purchased at a cost of £38.99.

The Town Council has traditionally been invited to attend the Saltash Royal British Legion event at 11am on Fore Street. Members are asked to consider and confirm how both this commitment and participation in the Lamp Light of Peace initiative can be accommodated, should they wish to support both.

### **Suggested Timeline from SLCC - Lamp Light of Peace:**

11th November 2026

- 10.00am: Raising of the Flag of Peace  
(This can be undertaken by the Mayor or a VIP)
- 10.55am: Reading of the Proclamation of Peace  
(By Town Crier – attached as **Appendix D**)
- 10.57am: Lighting of the Lamp Light of Peace  
(This can be undertaken by the Mayor or a VIP)
- 11.00am: The Two Minute Silence
- 11.05am: Reading of the Prayer for World Peace  
(This can be undertaken by a local Clergyman/women - attached as **Appendix E**)
- 11.07am: Reading of the Youth Prayer for Peace  
(This can be undertaken by a young person)

### **Options for Members:**

Option A: Participate locally before moving to Fore Street

Option B: Do not participate

Option C: To delegate responsibility to the Chairman of the Town Council, working with the Mayor's Secretary, to organise suitable participation in a manner that aligns with the Town Council's schedule on the day.

## **Budgets**

**Budget Code:**

6202 Civic Occasions

**Budget Availability:**

£4,583.33

**Committed spend:**

£0

**Signature of Officer:**

Mayor's Secretary/ Receptionist