

## Draft Remembrance Day Invite Protocol

### Background

There is currently no formal protocol regarding inviting dignitaries, organisations and the community to the annual Remembrance service. There is a requirement for a formal order of precedence to be adopted.

In addition the current pandemic has highlighted the need to have a protocol of who to invite and in which order in the event of restricted numbers inside the venue.

The protocols will be used for the Remembrance service each year depending on the capacity of the venue and whether restrictions are in place.

### Proposal

With no number enforced restrictions in place the below protocol will be used. Where possible a reasonable number of seats will be allocated to the public on the day on a first come first served basis.

Mayor and consort

Deputy Mayor and consort

Saltash Town Councillors and partners

Town Clerk

Mayor's Chaplain

Mayor's Cadet

Lord Lieutenant and Consort

High Sheriff and Consort

Freeman of the Town and partners

Former Mayors of Saltash and partners

Cornwall Councillors and partners

Member of Parliament and partner

Saltash Branch of Royal British Legion

Armed Forces representatives and Associations including charities, territorial and reserves

Local families of those killed whilst on active duty and current serving personnel who are from or live in Saltash and surrounding area

Police/Fire/Ambulance representatives

May Queen and Princesses, Citizens of the Year

Local organisations

Youth organisations

Mayor's charity representative

Members of the public, school children and press

In the event of restricted numbers inside the venue for the Remembrance day service the below precedence protocol will be followed by both Councillors and employees. If maximum capacity isn't reached upon initial invites and RSVPs, second and third round of invitations will be sent until capacity is reached using the below as precedence.

Mayor and consort

Deputy Mayor and consort

Saltash Town Councillors (excluding partners)

Town Clerk

Mayor's Chaplain

Mayor's Cadet

Lord Lieutenant and Consort

High Sheriff and Consort

Freeman of the Town (excluding partners)

Former Mayors of Saltash (excluding partners)

Cornwall Councillors (excluding partners)

Member of Parliament (excluding partners)

Saltash Branch of Royal British Legion (restricted numbers)

Armed Forces representatives and Associations including charities, territorial and reserves (restricted to one person per organisation plus one standard bearer)

Local families of those killed whilst on active duty and current serving personnel who are from or live in Saltash and surrounding area

Police/Fire/Ambulance representatives (restricted to one person plus one standard bearer per organisation)

May Queen and Princesses, Citizens of the Year (excluding partners)

Local organisations (restricted to one person plus one standard bearer per organisation)

Youth organisations (restricted to one person plus one standard bearer per organisation)

Saltash Town Councillors partners

Mayor's charity representative (restricted to one person plus one standard bearer per organisation)

Members of the public, school children and press

*If Saltash Town Council or venue staff needed to manage the event are required to be within the number restrictions the minimum amount needed shall be taken from the restricted total number.*

*Expectations will be made for those who require support to attend.*