



# LEIGHTON-LINSLADE TOWN COUNCIL

## Council

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**Date:** 27 July 2020

**Title:** Remembrance Sunday

**Purpose of the Report:** To reaffirm the status of Remembrance Sunday as a civic event

**Contact Officer:** Mark Saccoccio – Town Clerk

<b>Corporate Objective/s</b>		Aim: 2 - To continue to support a vibrant town through partnership working and initiatives including management of the street market, support for local businesses, town and community promotions and town centre enhancements.
<b>Implications:</b>		
<b>Financial</b>	√	The proposal does have financial implications should the responsibility for leading fall to the Town Council
<b>Human Resources</b>		
<b>Operational/Service delivery</b>	√	The proposal will have operational implications albeit the greater part of these would be outsourced to the events contractor
<b>Procedural/Legal</b>	√	The proposal does have legal as well as procedural implications
<b>Risk/Health &amp; Safety</b>	√	The proposal does have risk as well as health and safety implications with the event treated in the exact same way as any other town council event laid on for the public

## 1. RECOMMENDATIONS

Should Council be minded:-

- 1.1 To reaffirm the status of Remembrance Sunday as a civic function thereby allowing the chains of office to be worn by both the Mayor and Deputy Mayor.
- 1.2 That responsibility for arranging the civic event rest with the Democratic Services Team who will as part of their responsibilities liaise with the Royal British Legion and Churches to ensure the continuing smooth running of the event.
- 1.3 That a budget line be created in order to meet anticipated costs (circa £2,500) for running the event.

## 2 BACKGROUND

- 2.1 As part of an on-going review of town council service delivery functions, the responsibility for and to the Remembrance Sunday Service is the subject of this paper. Contextually, the Town Council has without question remained unreservedly committed to remembering those who made the ultimate sacrifice in the name of freedom. Responsibility for the 2 war memorials rest with the Grounds and Environmental Services Team who fittingly maintain the respective memorials.
- 2.2 Within the civic calendar for example, Remembrance Sunday is considered a civic event with the Mayor and Deputy Mayor attending in their official capacities with both wearing chains of office. Moreover, the Mayor's Office is involved in and with on-the-day organisation with invitations and seating plans for the church service arranged. In addition, the public address system is also secured by the Town Council for the act of remembrance which takes places in Church Square.
- 2.3 Wider organisation of the said event rests with several parties whose capability to arrange and run events is without question. Whilst the present arrangements work well, delivering public focused events is becoming more challenging as health and safety standards rise and attendance numbers increase. The expectations placed on organisers in terms of public liability insurance, risk assessments, traffic regulation orders and crowd control on the day (be it barriers or marshals) increases on an annual basis.
- 2.4 For the Town Council, herein lies the challenge. Presently, Remembrance Sunday is considered a civic function and despite this, town council involvement in its organisation is marginal with key functions such as arranging road closure orders and crowd control resting with well-meaning third parties such as the Royal British Legion for example. Whilst there is no reason to challenge third parties in their organisational ability, the Town Council has a responsibility given the perceived status as a civic event. Moreover, given its experience in arranging public events, responsibility would sit more easily with the town council.
- 2.5 Therefore, the purpose of this paper is twofold.
- a) Firstly, a Town Council direction is sought that formally reaffirms the event as a civic function.
  - b) Should Members be minded to endorse its status, to agree that a budget line be created with responsibility for managing Remembrance Sunday resting with the Corporate Governance Service Area. From the discussions held with the events team, the anticipated cost will be circa £2,500. This will include event pre-production, the hire of a public address system, traffic management, security and medical cover.
- 2.6 From correspondence with the Royal British Legion, the Legion would welcome a town council position on this matter. Operationally, many of the functions that are now carried out by the Legion per se, could be passed to the third-party contractor who supports the Town Council in event organisation. As a civic function, costs would be borne by the Town Council which it is anticipated would

be modest given that the public address system is already met by the Town Council.