

ARMED FORCES DAY INITIAL MEETING – WEDNESDAY 12TH OCTOBER 2022 – 10AM

PRESENT: Cllr D Anderson, Cllr P May, Cllr A Acott, Cllr S Sach, Elaine De Can EDC (Town Clerk), Laura Gould LG (Community & Events Officer), Angie Wynn AW (Royal British Legion), Dave Robbins (Royal British Legion), Steve Hassan SH (Royal British Legion)

APOLOGIES FOR ABSENCE: Cllr E Harvey, Cllr D Blackwell, Cllr B Palmer

BACKGROUND: LG gave a brief background of the Town Council's previous Armed Forces Day events and stated that as the event has not been held for the last three years, this is an opportunity to change elements of the event and create a new format to move forward with. All agreed that the event needs to focus on celebrating the Armed Forces and move away from elements of remembrance. EDC advised that the budget is yet to be set for this event and therefore initial discussions were needed for the Town Council to set the appropriate budget, but as with all events the Town Council this would not be as high as in previous years.

IDEAS FOR ARMED FORCES DAY 2023: The Town Council shared their ideas of changing the event to still include a parade, but instead of ending with a service, end with a fun day/picnic. The idea was suggested to start the parade at The Paddocks marching past the war memorial so that this could be acknowledged and then onto the seafront to utilise the Labworth field for a fun event, with activities, demonstrations, stalls and displays. It was discussed that this could be too far a distance for veterans to march, and therefore LG suggested asking the transport museum to be involved with open top vehicles for veterans to be transported on for the parade route. EDC then suggested that if the Labworth field was too far, the possibility of using King George Playing Field. All agree this would be a good location for this type of event. LG advised that this location is good as it provides access to the pavilion and power sources easier, which could help keep costs lower. LG advised that as this location is managed by Castle Point Borough Council, they would need to be asked for permission for use of this venue.

It was agreed that there should not be a religious service as part of the event, however it was discussed that the parade could be started with a few words from a representative from the church that would also acknowledge the war memorial. LG said she would discuss this with church representatives.

All agreed that the parade should include bands, veterans, and uniformed youth. It was agreed that military musical requests should be submitted now to ensure consideration for the attendance of military bands at the event. LG stated that as this would be the only Armed Forces Day event of this type in the borough that all uniformed youth across the borough should be invited to take part. It was commented that having youth in the parade encourages parents to attend the event after. It was agreed that all uniformed youth across the borough will be invited to take part in the parade.

Musical entertainment at King George's Playing Fields was discussed and it was agreed that to incorporate staged entertainment would be too much of a budget commitment, however that hiring a sound system and compere would be beneficial to the event. Details of a compere were shared, and LG stated that she would enquire with them as to availability and necessary equipment.

The Royal British Legion asked about an increase in advertising, and that flyers and posters need to be out earlier in the year. SH stated that he could distribute these into all schools

across the borough. LG stated that it would be good for volunteers to distribute flyers in the town centre on Saturday's leading up to the event.

LG clarified that the format all wish to submit to the Town Council at the meeting on 12th December 2022 for approval should be:

- Parade starting at The Paddocks to King George's Playing Field
- Fun day with stalls, fun fair style attractions, displays and demonstrations, static vehicles and musical elements from bands
- Event to run between the times of 11am – 4pm with the parade starting at 11am

ROLES AND RESPONSIBILITIES: LG stated the roles and responsibilities to ensure all know the next steps. These were that LG would submit the requests to CPBC, MOD Musical Team and the Town Council would be responsible for budgeting and for the approval of the format at the event at the next full council meeting on 12th December 2022.

INDIVIDUAL POINTS OF ACTION: LG stated the following points of action for individuals to complete.

- AW to liaise with LG with the contacts for branches of the Royal British Legion to ensure the invitations are addressed correctly.
- SH to liaise with the RBL Marshalls in order to ensure they are available for the marshalling of the rolling road closure.
- LG to prepare agenda report for the Town Council to consider at its' next meeting.
- LG to suggest appropriate budget for this to be approved by the Town Council.
- LG to enquire and book King George's Field, car park area at The Paddocks, and King George's Pavilion for Saturday 24th June 2023.
- LG to review invitations
- LG to submit musical support request to MOD
- LG to submit request for attendance from the Military Vehicles Trust
- LG to liaise with uniformed youth across the borough to inform and invite them to the event.
- LG to organise compere, hiring of any necessary equipment and power supply.

MEETING CLOSED AT 11AM