

SPENNYMOOR TOWN COUNCIL



MILITARY EVENTS REMEMBRANCE SERVICES AND PARADE

Author of Policy:	Town Clerk
Date Effective From:	26 October 2021
Policy Review: When & By Whom	5 October 2021 Constitution Working Group
Next Review:	September 2023
Version Control:	V1

In accordance with the Freedom of Information Act 2000, this document will be posted on the Council's Website www.spennymoor-tc.gov.uk and copies of this document will be available for inspection on deposit in the Council Offices, Town Hall, Spennymoor. Costs are as per the model publication scheme

1.0 Background

- 1.1 There is no specific legislation outlining who is responsible for the delivery of Remembrance parades or services, unlike with the maintenance of War Memorials. It is, however, generally accepted that Remembrance parades are important community events.
- 1.2 Following many years of the Royal British Legion organising events at a local level, as a charity they no longer feel able to take on the responsibilities, risks and liabilities as it involves the diversion of significant charitable funds away from the direct support of its beneficiary community.
- 1.3 Spennymoor Town Council is proud to take on the role of 'events organiser' for the Remembrance Service and Parade in Spennymoor, along with the costs, responsibilities, risks and liabilities.
- 1.4 The appointed Parade Marshal will work with the Town Council, in particular the nominated SPOC from the Finance and Administration team, to organise the event.
- 1.5 Whilst the Parade Marshal is appointed until they wish to retire from the post (or unless there are any issues – following which a report will be taken to the Council to agree a course of action), there will be an bi-annual (once every two years) vote to appoint a Deputy Parade Marshal or the Parade Marshal can appoint a Deputy or Deputies to assist. This will ensure that when the Parade Marshal retires there is a pool of suitably experienced deputies to enable one to step into the Parade Marshal role going forward.

2.0 Order of Precedence – For Remembrance Services

- 2.1 The Royal British Legion advises that the only person whose precedence at Remembrance services and parades is absolute is Her Majesty the Queen. **The precedence of all others, despite what appears in the published Table of Precedence, may vary depending on local traditions, the relationship between host and guests, and the requirements of courtesy and hospitality.**

3.0 Order of Precedence – For Wreath Laying

- 3.1 Again, the only person whose precedence at Wreath Laying is absolute is Her Majesty the Queen. The precedence of all others may vary depending on local traditions, the relationship between host and guests, and the requirements of courtesy and hospitality.

4.0 Is it necessary to read out the names of those providing wreaths during a Remembrance ceremony or parade?

- 4.1 It is not necessary to read out the names, however, Spennymoor Town Council will prepare a list each year for the Parade Marshal to read out.
- 4.2 The Town Council SPOC will prepare the list of wreath layers.
- 4.3 The Parade Marshall or SPOC will liaise with the veterans' associations or uniformed organisations from the Parish area to ascertain which will participate and what roles they will undertake, if any.
- 4.4 On the day of any event the Parade Marshal will ensure that all Standards are formed up in the correct order to both enter and leave the Town Hall.
- 4.5 The Order of March will be as per the list prepared by the Town Council based on local custom and tradition and the Royal British Legion guidance.
- 4.6 Once at the War Memorial the Parade Marshall will organise the positions of the standards, clergy, honour guard etc.
- 4.7 After the service at the War Memorial has finished, the Parade Marshall will form up the parade and march them back up to the Town Hall to be dismissed.

5.0 Armed Forces Day

- 5.1 For Armed Forces Day, the Parade Marshal will organise a compere and the Drumhead Service logistics, in liaison with the Town Clerk and relevant SPOC.
- 5.2 At the present time there are no other military events. This document will be updated as and when there are.