

**Notes from Events Liaison Group meeting on Thursday 10<sup>th</sup> April 2025 at 2pm to discuss VE80 Commemorations in Wem on 8.5.25.**

Present Cllrs Dodd, Barker, Broomhall (Chairman), Towers.

Penny O'Hagan Town Clerk.

- 1 Apologies for absence - To receive.  
Cllr Granger.
  
- 2 Disclosure of Pecuniary Interests.
  - a) To receive any disclosure of pecuniary interest - Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate.  
None declared.
  
  - b) To consider any applications for Dispensations under s33 of the Localism Act 2011.  
None received.
  
- 3 To consider Notes from Meeting held 20.2.25  
The notes of the meeting held 20.2.25 were approved and signed as a true record by the Chairman.
  
- 4 Progress Report – to consider  
The Clerk updated on the progress report as follows

<b>Item</b>	<b>Progress</b>	<b>Action</b>
Wem Jubilee Band	Small Group attending.	
Bell ringing	Not confirmed	Edward Towers to contact
Use of Millenium Green	Permission given on the proviso that neighbouring properties are informed of the event.	Clerk to make flyer for distribution to neighbouring properties.
Beacon	On order	
Flag	On order	
Halo of light/ Tea lights	Recce took place and the halo light would not be effective as it will not be dark enough.	Clerk to purchase 50 battery tealights and wax tealights. Wax tealights to be prelit before the start of event and battery lights to be distributed to attendees and arranged around the wax lights either side of the mortuary doors.

24.4.25 Agenda item 10 Notes from Events Liaison Group Meeting 9.4.25

Publicity	Poster Drafted.	Clerk to distribute posters and invite Lord Lieutenant, Helen Morgan, Uniformed Groups, Honorary Townsmen.
Event Timetable	To be agreed.	
Event Safety	Risk Assessment and Safety Management plan to be written.	Clerk to ensure the RA includes the management of the gas beacon.
Commemoration service	RBL to organise VE and VJ Day Service to be held 6.7.25 at St Peters and St Pauls Church.	
Memorial Cards	It was also agreed to provide memorial cards for attendees to write on and place in a basket, The cards could then be displayed in the town.	Cllrs Towers and Dodd to design the wording for the cards to be printed by the Town Council.
Equipment	Dias will be needed and portable speaker.	Cllr Dodd to ask Methodist Chapel if they would permit their dias to be used.  Cllr Towers to borrow the Baptist Church's speaker.

5 VE 80 8.5.24 Beacon Lighting - to agree event timetable  
The following timetable was agreed

Time	Activity	
9.15pm	Event opens Musicians play	Stewards on entrance gate offer attendees a tea light and memorial card. Tea lights to be placed either side of the dias and memorial cards to be placed in a basket to be displayed in the town the next day.
9.20pm	Standard Flags	Standard Bearers emerge from behind the mortuary building and place flags either side of the doors.
9.29pm	VE 80 Proclamation	To be read by Cllr Parry.
9.30pm	Beacon lighting	Beacon light TBC
9.31pm	Prayer	Rev Jukes to say prayer
9.45pm	Beacon Extinguished	

It was agreed that

- Some seating would be provided for the band.
- Cllr Broomhall would organised the supply of gas for the beacon.

#### 24.4.25 Agenda item 10 Notes from Events Liaison Group Meeting 9.4.25

- The portable Flagpole will be placed on Church Green and the VE80 flag will fly from it on 8.5.25.
- Gazebo Weights will be on hand to weigh down the beacon should the weather require this.
- A full rehearsal will take place at 2pm on 6.5.25.

#### 6 Other VE 80 Events in town – for update.

It was mentioned that the following other events are to be held

- 8.5.25 - VE80 Themed coffee morning at the Baptist Church
- 11.5.25 – VE80 Themed Methodist Church Lunch
- 6.7.25 St Peter and St Pauls Church Joint Service to commemorate VE80 and VJ80.

#### 7 Any other events related matters – to discuss

No matters raised.

Meeting ended 14.50