



MINUTES OF THE REMEMBRANCE COMMITTEE HELD ON THURSDAY 17th OCTOBER 2019 AT 7.PM IN THE NEW SEACOURT HALL, 2nd FLOOR GRANT THORNTON BUILDING, BOTLEY.

Present: Councillor Fairclough (Chair) and Councillors Berrett, Dykes and Rankin
In Attendance: Mr CA Ryde, Clerk

- 1) **APOLOGIES FOR ABSENCE:** None.
- 2) **MINUTES OF THE PREVIOUS MEETING:** Agreed.
- 3) **DECLARATIONS OF INTEREST:** None

4) PROGRESS TO DATE

a). Responses Updated.

The clerk provided the meeting with an update on responses to date saying that as usual he was going to spend a significant amount of time in October and the early part of November chasing official attendees. However, the main permissions had been granted from both the Oxford City Council and Commonwealth War Graves Commission; to hold the service. Richard Budgen had agreed to co ordinate the clergy and Service along with the Clerk. It had also been agreed that the Clerk and Richard Budgen would be the only two people on the Day who would give relevant instructions at key points during the service such as the start and end of the minutes silence. Other permissions included use of the WI Hall for post service refreshments and of Minns car park for service day parking.

5) OTHER ISSUES

a). Matthew Arnold Pupil Readings

The Head of Matthew Arnold School had agreed to provide pupils to carry out readings on the day to include the reading of names local war dead.

b). Attendance of St. John Ambulance First Aiders.

St Johns had confirmed attendance after receipt of the required event risk assessment

c). Wreath Laying Arrangements NHPC.

It was confirmed that Councillor Dykes would lay a wreath on behalf of the Remembrance Day Committee.

The NHPC Chair would lay a wreath on behalf of NHPC

d.) Dalton Barracks.

Dalton Barracks had confirmed attendance along with a senior officer and to provide the guard of honour around The Stone of Remembrance

e) Order of Service review of draft and agreement of final version

Councillors agreed the order of service and asked the clerk to have them printed by County Print Finishers

f) Guest Speaker

Dr Rook had confirmed attendance as a guest speaker and agreed to make reference to Botley war dead

g) Councillors attendance at Service

The Clerk agreed to issue an attendance sheet to Councillors requesting they indicate what duties they were to undertake on the day of the Remembrance Day Service

6) ANY OTHER INFORMATION

Pre- meeting dates onsite at Cemetery with key participants

The Chair and Clerk undertook to meet with Dalton Barracks, Richard Budgen and Oxford City Council cemetery Superintendent staff at the Botley Cemetery to confirm final arrangements on site.

- . **7)DATE OF NEXT MEETING: 18/06/2020**