

CORRESPONDENCE FILE 1

Events Sub-Committee meeting

5th September 2022

ABERGELE BRANCH. ROYAL BRITISH LEGION

REMEMBRANCE DAY PARADE AND SERVICE OF REMEMBRANCE PROGRAMME AND SCHEDULE OF EVENTS FOR SUNDAY NOVEMBER 2022.

Appended, please find the instructions appertaining to the Parade where the Royal British Legion will control and conduct under the guidance of the Parade Marshal and his Deputy.

Also, Programme of events within Church and Church grounds where Parade Marshal shall liaise and carry out wishes of senior clergy of that Church.

The schedule is broken down into the following:

Phase One: Will be assembly of band and Parade personnel, Standard party, the march off, with route and timings.

Phase Two: Will be the Church Service within the Church.

Phase Three: Will be the Act of Remembrance at the War Memorial within the Church grounds.

Phase Four: Will be the return march to Peel St and end of Parade.

RBL representatives are to act correctly throughout. A close liaison with Police. Council and Clergy is to be encouraged.

Any incident that takes place during the holding of this event must be reported in writing and handed to Branch Secretary soonest.

PHASE ONE: Assembly, Formation and March Off.

1. At 0930hrs, the Parade is to be assembled at PEEL St. Abergele, alongside the garages.
2. Formation: The Parade will be drawn up in the following order:

Front of Parade, leave room for the Band to march on, counter march in front of the formed parade, ready to lead off.

Standard Party and escorts.

Formation of RBL Members and Ex Service personnel.

Mayor and Council members.

Schools, Clubs etc. Formation.

All others wishing to march.

3. Call Parade to attention at 0940hrs, then march on the Standard and escort. Once in place. Advance the Parade ready to march off. At approx 0943hrs. March the Parade off, into Water St, following the route as in "Annex A".
4. On arrival at Church. Halt. Dismiss into Church for Service.

Notes:

Liaise with Traffic Marshals and ensure they are in place 10 mins before march off. PM to liaise throughout with i/c Marshals.

PM to liaise throughout with Police, Council and Traffic Marshal.

Prior to march off. PM or Deputy PM to request all onlookers are clear off parade and stay on pavement.

PM/DPM are to ensure a complete report of proceedings are made and handed to Branch Secretary on completion of proceedings.

PHASE TWO: Church Service. Throughout, the Parade Marshal is to liaise with clergy.

The Service will be conducted by:

Format involving RBL.

At commencement of Service, Standard/s will be received at the alter. Once Standard has been handed over, Bearers will exit alter area via the Elfod Chapel and take their seats.

During last hymn, Standard Bearer will approach the alter, via the Elfod Chapel and receive their Standard/Flag. They will then line up by the Chancel step. Once in position, the Cross, Choir and Clergy will lead the way outside to War Memorial. The exit from Church should be:

Clergy Choir and Cross.

Mayor and Dignitaries.

Officers and members of RBL.

Ex Service Organisations and Ex Service Personnel.

Uniformed Organisations

Representatives of other organisations.

Remainder of Congregation. Timing should be approx 1050hrs.

PHASE THREE: Service of Remembrance - War Memorial in Grounds of Church.

Standards /Flags are to be formed up facing the War Memorial with their backs to Church.

The Clergy/Choir will form up along the wall side of the War Memorial.

Beulah Band will be situated by the Yew Tree.

Officers and members of the RBL, along with Mayor, councillors and dignitaries to form up on the path facing the War Memorial.

Wreath Layers to form up to the left of above facing War Memorial.

Buglar will take up position at Lychgate having established contact with clergy and Parade Marshal.

1055hrs Commencement of Service.

1100hrs Exhortation. (By Chairman of RBL)

Last Post. Followed by

2 minutes silence. After which

Reveille, then

Kohima Prayer (by Chairman RBL)

Parade Marshall shall then indicate and conduct Wreath Layers to War Memorial in the following order: Mayor. Branch President RBL. Service Assc. Police, Fire, Medical services. Youth Organisations. Other Organisations.

Once this has been done, there will be closing Prayers.

PHASE FOUR: Return.

As soon as possible, Form Up, Band Leading. Format as before. March Off

President RBL is to conduct Mayor to Review Position.

Parade Marshal to give eyes left at appropriate time.

Once back at Peel St. Chairman should thank Parade.

Dismiss and Disperse.

Inclement weather: Parade Marshall to make decision prior to March. Liaise with Police and i/c TC throughout.

Ensure the names of i/cTC and Company name are collected. Also names of Police on Duty. This is as letters have to be written.

Any incident throughout parade must be noted. Names and a brief description of incident, also who reported to, must be made and handed in to Branch Secretary soonest.

**Temporary Prohibition of Through Traffic
Section 21,
Town Police Clauses Act, 1847**

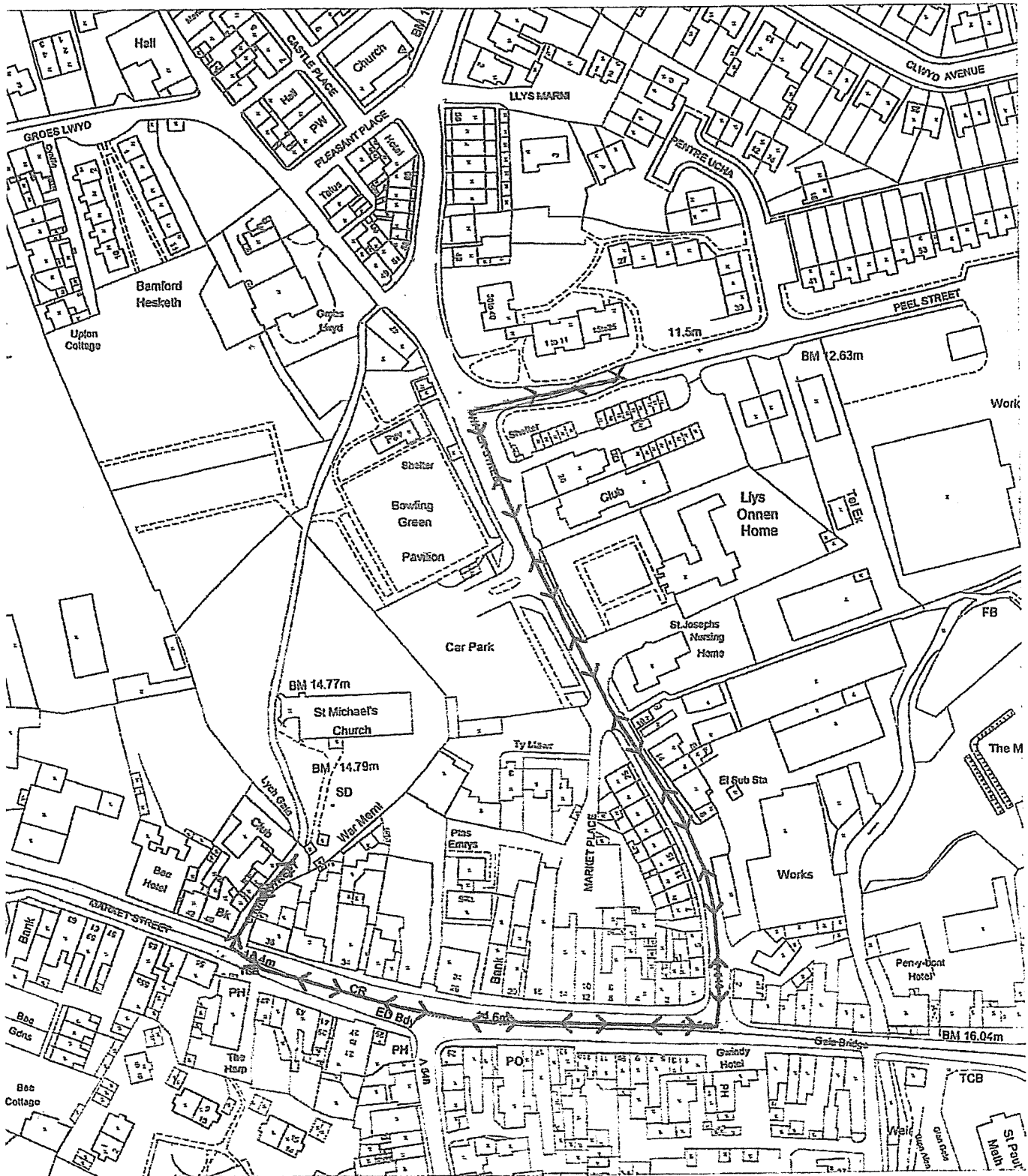
Conwy County Council
The Heath
Penmaenmawr Road
Llanfairfechan, LL33 0PF



KEY ROUTE OF PARADE ← →
ABERGELE REMEMBRANCE PARADE



**GRID REFERENCE:
SH2946/3777**



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Detailed Income & Expenditure by Account 31/08/2022

Month No: 4

Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Expenditure Detail</u>							
4087 Events	7,515	1,132	5,000	3,868		3,868	22.6%
Total Overhead	7,515	1,132	5,000	3,868	0	3,868	22.6%
Total Income	0	0	0	0			0.0%
Total Expenditure	7,515	1,132	5,000	3,868	0	3,868	22.6%
Net Income over Expenditure	(7,515)	(1,132)	(5,000)	(3,868)			
plus Transfer from EMR	2,762	0					
less Transfer to EMR	42,000	0					
Movement to/(from) Gen Reserve	(46,753)	(1,132)					

Detailed Income & Expenditure by Budget Heading 31/08/2022

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>108 Christmas Decorations</u>								
1009 Income - Misc	2,310	0	0	0			0.0%	
Christmas Decorations :- Income	2,310	0	0	0				0
4202 Timers & Basic Infrastructure	125	100	3,000	2,900	20	2,880	4.0%	
4204 Purchase of Trees	2,992	0	4,000	4,000		4,000	0.0%	
4205 New Tree Lights	335	0	0	0		0	0.0%	
4206 Infrastructure Work(Trees)	0	0	500	500		500	0.0%	
4207 Installation	6,898	0	10,000	10,000		10,000	0.0%	
4208 Electricity	958	0	5,000	5,000		5,000	0.0%	
4209 Barrier Hire	(60)	0	0	0		0	0.0%	
4211 Donations/Contributions	750	0	0	0		0	0.0%	
4212 Signs,Tags & Engraving	11	0	0	0		0	0.0%	
4213 Competition Prizes	85	0	0	0		0	0.0%	
4214 Printing	55	0	0	0		0	0.0%	
Christmas Decorations :- Indirect Expenditure	12,150	100	22,500	22,400	20	22,380	0.5%	0
Net Income over Expenditure	(9,840)	(100)	(22,500)	(22,400)				
6000 plus Transfer from EMR	2,762	0						
Movement to/(from) Gen Reserve	(7,078)	(100)						
Grand Totals:- Income	2,310	0	0	0			0.0%	
Expenditure	12,150	100	22,500	22,400	20	22,380	0.5%	
Net Income over Expenditure	(9,840)	(100)	(22,500)	(22,400)				
plus Transfer from EMR	2,762	0						
Movement to/(from) Gen Reserve	(7,078)	(100)						