Remembrance Planning Meeting – Brief Summary

Parade
1. Parade Marshal - RBL
2. Muster - RBL
3. Band – ATC
4. Bugle Player - RBL
5. March (from – to) AGREED, ATC road closure and events notification
6. Representation from Albemarle Barracks – 3rd Regiment Horse Artillery – ATC
7. Representation from RAF Boulmer - ATC
8. Representation from Northumbria Army Cadet Force - ATC
9. Representation from Royal Air Force Air Cadets – Durham & Northumberland Wing HQ email:rafac-whq-allusers-durnorth@mod.gov.uk - ATC
10. Ashington Sea Cadets email:co.ashingtonseacadets@gmail.com - ATC
11. Any other groups – ATC
12. Road Closure - ATC
13. Letters and Posters, links with schools and community groups - ATC

Act of Remembrance and Service
The Act of Remembrance to be agreed between RBL and Ashington Churches Together.

Wreath Laying
Wreaths ordered via RBL.

Who will read out? Names or on behalf of organisation? **TBA**

Recommended order (as listed in the Ceremonial Handbook):

1. Civic VIPs
2. Representatives of regular forces
3. Representatives of territorial and reserve forces
4. Representatives of ex-Service associations, including RBL & RBLWS
5. Representatives of uniformed public services (police, fire brigade, ambulance services)
6. Representatives of uniformed voluntary services (St John, Red Cross etc)
7. Representatives of cadet forces
8. Representatives of youth organisations
9. Other organisations
10. Members of the public.

There are possible variations to the above order which can vary depending on local traditions. A compromise can be achieved through adequate consultation in advance.

Other considerations
RBL to look at hot buffet. Estimate £7.50/head x 200 = £1,500. ATC to be asked to contribute 50%.

RBL to speak to Cricket Club Chair about plans and possibility of outside gazebos.

ATC to look at possibility of Live Steaming the event for those who can only 'Remember at Home'.

Next meeting for Clerk to attend is 28th September.

Poppy Appeal launch is 27th October.