

# MINUTES

## Community Events Committee Meeting

Saturday 8<sup>th</sup> July '18 | 10.00

St Mary Magdalene Church Hall

### Group Members

Gary Skentelbery | Judith Walker | Sharon Harris | Judith Wheeler | Gerry Palmer

Item	Owner
Welcome: apologies from GS.	
Gerry Palmer was elected Chair unless GS had a wish to do it. GP to act as chair for this meeting at least.	GP to check with GS
SH suggested that we should ask Judith Walker to be a member of the committee. Judith Walker agreed this later at the end of the meeting.	
<b>Item 1 – WW1 Commemorations – update from Judith Wheeler</b>	
- South Warrington Parishes are working collaboratively	
- Much of the guidance for the commemorations is on the Local Government Association's website called 'The Battle's Over'. A screen print of the joining instructions is attached. Basic timings for the event are:	
6.15 public gather	
6.30 ceremony starts (readings, obituaries, possible projection show with contributions from Scouts, Schools and a host/MC). Would Gary be willing to do this?	
6.55 Last Post	
7.00 Beacon is lit	
7.05 Church bells across the Parishes	
Practicalities for consideration:	
- United Utilities need to give permission and unlock the site (Upper feeder tank and lower field at Fox Covert)	JWh
- Traffic Management form to be completed	JWh
- Bugler to be sourced from Scouts	JWh
- Choirs – maybe a community choirs or Grappenhall or Appleton Thorn?	GP/JWh
- Stockton Heath Detachment of Army Cadet Force to be contacted for marshalling	GP
- promotional literature and a commemorative bookmark or card for attendees	GP
- source gazebo	JWh
- Look at grants for 'Tommy' silhouettes (There and Not there website)	GP
- Consider positioning of silhouettes (dependent on size, material etc)	GP

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Item	Owner
<b>Item 2 Millennium Green Summer Event</b>	
- Date to be confirmed at meeting with Nicola, but most likely 31 <sup>st</sup> August or 1 <sup>st</sup> September	all
- Next meeting to discuss is Monday 23 <sup>rd</sup> July, 5pm (see Millennium Green emails)	all
<b>Item 3 Lantern Walk Thursday 6<sup>th</sup> December</b>	
- Liaise with Karen, Michael and PCSO's	SH
- Try to get donations from shops (mince pies etc)	no owner
<b>Item 4 Appleton Parish Christmas Event</b>	
- Tim has a sleigh (static)	SH
- Terry Probert has been booked as Father Christmas	SH
- PA needs to be sourced for songs and announcements. Check with Grappenhall Parish	SH
- Speak to Co-op re the event as the tree where the lights will be switched on is on their side	GP JWh
- Contact Independent Methodist Parish Choir (key contact is Peter Gleave)	JWh
- Source mince pies, mulled wine	no owner

**Date for next meeting: Saturday 11<sup>th</sup> August 10.00am Mary Magdalene Church Hall**

# How to take part & Beacon Lighting Ceremony

## How to take part

**Step 1:** To confirm your involvement and assist us in easy communication and correct registration of your event, please be kind enough to undertake the following in FULL, as soon as possible, sending it to Bruno Peek LVO OBE OPR, Pageantmaster, Battle's Over - A Nation's Tribute & WW1 Beacons of Light at - [brunopeek@mac.com](mailto:brunopeek@mac.com)

If your event is a private occasion and NOT open to the public, and you do not want your involvement shown on any public or media listing, it is important that you confirm this when providing information requested below. Your participation will still be noted as part of this historic occasion but NOT made public.

However, if your event is open to the public your contact details will be shared with the media so that they can contact you direct to arrange any publicity and/or coverage of your event on 11th November 2018.

Name of Contact/Coordinator  
Name of Council or Organisation  
Job title of Coordinator  
Full postal address including postcode  
County  
Country: England, Wales, Scotland, Northern Ireland, Channel Islands, Isle of Man, UK Overseas Territory  
Telephone number - landline  
Mobile number  
Email Address  
Beacon Location if known when registering, including postcode

Please ensure you have undertaken all the safety aspects etc, outlined on page 15 and before the lighting of your Bonfire Beacon on page 14 and you have alerted the emergency services, including the Fire Brigade, undertaken any risk assessments required and ensure all are happy with your plans. (This is your responsibility as coordinator of your Beacon lighting event).

## Beacon Lighting Ceremony - 7pm on 11th November 2018

The Beacon lighting ceremony should be undertaken as follows:

**Step 2:** Invite your Lord Lieutenant, DL, Lord Mayor, Mayor, High Sheriff, High Steward, Lord Provost, Chairman or Leader of the Council. However, you may wish to consider running a competition in partnership with your local media, with the winner having the honour of lighting your WWI Beacon of Light at 7pm that evening.

**Step 3:** Please arrange to have professional photographs taken during your event, and immediately after, please send NO more than TWO high quality, copyright-free photographs to [brunopeek@mac.com](mailto:brunopeek@mac.com) including the name of the photographer, the Beacon location, including postcode, along with the name of the Council or Organisation.

**Step 4:** If appropriate, please use social media channels - Twitter, Facebook etc - to promote your event. On Facebook, post photographs of your Beacon lighting ceremony on the 11th November 2018.

**Step 5:** On 1st November 2018 we will be providing you with an outline Press Release for your use, so please localise it, providing as much or as little information as you wish regarding your event, along with your contact details before YOU send it to all areas of your local media to enable them to contact YOU direct.

**Step 6:** Before the lighting of your Beacon at 7pm you may wish to consider reading out the names of those from your City, Town or Parish etc killed in action, during WWI, in remembrance of the sacrifices made.



Bonfire Beacon, Killyleigh, County Down, Northern Ireland.



Beacon at Manor Farm, Stretton, Devon, courtesy of Kate Gill, Stretton Parish Council.