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| **RHAYADER TOWN COUNCIL – REMEMBRANCE CEREMONY MEETING**Notes of the MEETING held as a remote, online meeting at **6.30pm on 21st October 2021**  |
| **ATTENDING:** Rhayader Town Councillors: DT (chairing), JN, VJD, GW, WD, CW. Rev Lance Sharpe. Noted CW poor internet access.  |
| Town Councillor Darran Thomas reminded attendees of the purpose of the meeting – to agree the tasks to be undertaken to prepare for and implement the Remembrance Sunday Ceremony at the War Memorial, Rhayader. The date was noted as **Sunday 14th November 2021**. All Councillors - please **be there by 10:30** at the latestCllr Thomas thanked those who had already undertaken some preparation work associated with the acts of remembrance. Including arranging poppies for distribution before and at the event; preparing and arranging printing of the event leaflet; contacting participants. He thanked GW for her pre meeting help and preparation. The following General points were discussed: * **clock synchronisation:** DT to speak with CW to check and adjust if required.
* Vicar LS advised that other local clergy would be attending. He advised he had meet with **Vicar Aledd who will give ‘the address’.**
* It was noted to **follow the order of service as suggested by the Royal British Legion**.
* singing of hymns – Rev LS advised outdoor singing was allowed without **face coverings** but face coverings were still required to be worn in the Church.
* The **hymn before Prayers to be sung at 10.40 am.**
* **Lockdown Plan B: n**o lock down was anticipated but a need to comply with current guidelines was noted. **If a Covid-19 lockdown was announced RTC Remembrance sub- committee members to review plans against circulated restrictions/guidelines. DT and JN to lead.**
* **Stewards** for the morning - **Dai gig** has been contacted and he will contact others to arrange.
* **Town clock stewards:** Cllrs James Stuart and Chris Walton to show organisations where to stand
* **Church readings** - **Mayor Lee Price and Vice Chair Dai Davies will** carry out the Readings in church
* **Distribution of leaflets** – to be undertaken by **Town Councillors** (agree who at Oct RTC meeting). Cllrs to be on site before 10.30 am. Mike Lloyds shop will be open for electricity supply and leaflets. New leaflets received and in shop. DT thanked Mr Lloyd for his support.
* **Speakers, music (outdoor)** - DT to lead on this. **DT**
* **Check music/lyrics** with printed leaflets - **DT**
* **Press release**: GW/JN to lead on draft. **Check who will circulate.**
* **Social Media:** Press release/Notice for all to attend **(JS)**
* **Police:** Gareth PCSO will attend
* **Turf Laying** at the Clock - **Chris Walton**
* **Veterans Parade:** Anthony Bennett has been contacted to lead the parade of veterans and give the **Exhortation** (Anthony Bennett)
* **Standing positions at clock;** Vicar Lance will be at the Town Clock at 11am on Saturday 13th November to verify where everyone will stand (Jane has road marker paint as per last year, if required) and to double check with everyone what we're doing and when.

It was noted that 2023 would be the **100th year anniversary of the erection of the Clock Tower** and there was a short discussion about how this may be commemorated in the Town. It was agreed to add this as an **agenda item for a future RTC Meeting.**  |
| **Cllr Thomas thanked everyone for attending** and thanked everyone very much for again offering help this year. **The meeting closed at 19.15** |