

REMEMBRANCE SERVICE and PARADE 2024 REVIEW MEETING - MINUTES

Wednesday 22nd January 2025, 4.00pm – Mayor’s Parlour

Present: - Colin Prideaux (Parade Marshal), Anthony Durrell (St. John Ambulance), Phil Griffiths (Operations Manager), Tony Bevan (observing Parade Marshal), John Tivnan BEM (RBL), Milly Southworth (Town Clerk).

1. Welcome and apologies for absence: -

All welcomed to the meeting, apologies for absence from PC Hayley Gething (Police), Rev. Jo Northey (Officiating Chaplain), Dan Phipps (observing Parade Marshal).

2. Remembrance Parade Sunday 10th November 2024.

Incident occurred with a member of the public being taken seriously ill, requiring immediate medical treatment on Eliot Square.

i) To review medical proceedings undertaken immediately with the casualty as well as the medical provision available at the event.

Anthony summarised the number of casualties who had required medical treatment at the event, explaining where the casualties had been taken to be treated. He then briefly documented, ensuring all GDPR regulations were adhered to, the serious medical incident, requiring treatment on Eliot Square. It was acknowledged that there had been a number of qualified medical professionals all ‘working together’ on the casualty, with the Naval Doctor taking charge of the treatment.

Following discussion, Anthony explained, the casualty benefitted because the St. John Ambulance professionals had immediate availability of medical equipment close by, in a vehicle. Anthony continued that in his opinion, for future Remembrance Service/Parade events, an ‘ambulance’ provided by St. John Ambulance should be booked, due to the high number of anticipated attendees. **ACTION:** Book and ambulance from St. John Ambulance for future Remembrance Sunday events.

Anthony highlighted that following the completion of the events where St. John Ambulance is in attendance, information detailing the number of casualties treated should be forwarded to the organiser of the event, unfortunately, this is currently not being actioned. **ACTION:** Anthony agreed to ascertain the reason why this is not being actioned and ask for this to be re-instated.

Having discussed the high number of casualties, it is agreed for the event organiser (John Tivnan) to re-iterate at the event briefing and to all group leaders, the importance of ensuring young attendees have breakfast on the morning of the Parade and dress appropriately for the weather conditions. **ACTION:** John Tivnan to suggest, in the event briefing and to group leaders, that breakfast and appropriate dress for the weather is essential.

Anthony distributed a very detailed document showing the different levels of treatment, which can be administered, by representatives of St. John Ambulance.

ACTIONS

J Tivnan/Town Clerk

A Durrell

J Tivnan/Group Leaders

ii) To review how the decision to cancel the Parade was made and the subsequent dispersal of the parade and members of the public.

The announcement to cancel the Parade was made over the PA system by Reverend Jo Northey. At future events it is essential the Parade Marshal will take responsibility for doing this. The Parade Marshal, to carry a written 'cancellation announcement' and use the PA system. **ACTION:** Parade Marshal to carry 'cancellation announcement'. The Parade Marshal will use the radio to ensure all others are communicated to (Operations/road marshal team/First aid team). It is suggested the event organiser wears radio and ear piece.

Operations Manager will look to increase the number of radios and ear pieces available and will remind marshals to remain stood still at 11.00am.

iii) To review how the family of the casualty were informed and supported. (Post incident also.)

The family of the casualty were quickly advised and transported down to Eliot Square, with additional family members who were at the scene updated.

The casualty's dignity was protected by the use of flags, will review placing a 'gazebo' or similar 'tent' nearby, which could be used to treat casualties. **ACTION:** John Tivnan/Anthony Durrell/Operations Manager – consider the erection of suitable undercover 'tent' for the treatment of casualties, which would be place in close proximity to Eliot Square.

iv) To review the communication methods used during the incident (use of marshals).

Discussed earlier in the meeting, with communication methods agreed for the future.

3. To consider any lessons learned and create an action plan for future improvements.

- As previously minuted.
- Arrange a pre-event meeting of key personnel involved in the organisation and planning of the event. **ACTION:** John Tivnan.

4. AOB

- A discussion was had regarding the length of the Remembrance Service, also there is high number of organisations who lay wreaths, this adds to the length of the proceedings.
- In the event of wet weather the service will continue, unlikely to cancel the Parade.
- Non-collection of wreaths before Remembrance Sunday. John Tivnan explained that all wreaths need to be collected prior to Remembrance Sunday, they will be available at the briefing, which this year will be held on Friday 7th November. It was suggested that social media could be used to remind organisations to collect their wreaths in advance.

ACTIONS

Parade Marshal

John Tivnan

Ops Manager

**John Tivnan/
Anthony
Durrell/
Ops Manager**

John Tivnan

The meeting closed at 4.56pm.