

**Guidance and instructions for the
Remembrance Day Parade
Sunday 12 November 2017 at 15:00hrs**

1. General

- a. Warminster Town Council (WTC) is responsible for the overall coordination of the parade and service in Warminster on the afternoon of Remembrance Sunday with support from Warminster Garrison.
- b. The Service of Remembrance will take place at 15:00hrs on Sunday 12 November 2017 at the War Memorial, Portway, Warminster following an approach march.
- c. It has been confirmed that this year's event will have musical support from a marching band for the Service of Remembrance which has been arranged by Warminster Garrison.
- d. 1 Yorks will provide a marching platoon.

2. Marching Contingent

- a. The outline of events is as follows:
Parade will form up in Station Road at 14:40hrs.
- b. Order of march (if in attendance on the day):
 - RBL Biker Contingent – advance party
 - Warminster Town Crier – to lead
 - Guard 1 Yorks and Warminster Garrison
 - Royal British Legion Contingent
 - Regimental & Corps Associations
 - Old Comrades Associations
 - Police, Ambulance and Fire Services
 - Red Cross
 - CCF, ACF and ATC Dets
 - Scouts and Guides
 - Cubs and Brownies
 - All others
- c. March off at 14:50hrs on orders of GSM, and no one may join the parade once it has set off.
- d. Route: Station Road – Market Place – High Street – The Close – War Memorial. Contingents will pay compliments (salute/eyes left) to the Field of Remembrance at St Lawrence's Chapel in the High Street as they pass. On arrival, the RBL bikers will continue past the War Memorial and park in the designated parking area (marshals will direct on the day). The marching contingent will march ahead to the edge of the cordoned off area. WTC has already submitted the road closure plan to the relevant authorities.
- e. The Service will be led by Revd Jacques Desrosiers of the Minster Church. Service sheets are provided by WTC. Infantry Last Post and Reveille are to be played as appropriate.

- f. Dispersal: After the service the 1 Yorks guard are to march off the parade and all other contingents are to make their own arrangements for dispersal after the Mayor, MP (if applicable), Councillors, Military Officers and Clergy have dispersed into the garden and slightly away from the Memorial.

3. Wreath Laying

- a. After the Prayer of Remembrance, the Last Post will sound, followed by the Silence and Reveille. The GSM will co-ordinate the organisations and other individuals who wish to lay a wreath.

Wreaths will be laid as per the order of service provided by WTC as follows:

Mayor of Warminster
Member of Parliament (if present) and Wiltshire Council Member
Royal British Legion Men and Women's Branches
Garrison Commander Warminster
CO 1 Yorks
International Liaison Officers Waterloo Lines
Head of Operations DSG

Followed by Regimental Associations, RAF Association, Fire Brigade (if in attendance), CCF, ACF and ATC together, Warminster Boy Scouts – together, Baden Powell Scouts and any other wreath layers present.

Please note that this list is not exhaustive and is subject to change. If you are not on the list for laying a wreath and wish to be included please contact the Town Clerk; we welcome all local groups if they wish to be represented.

- b. Please lay your wreath with due formality: move/lean forward and place the wreath in a suitable space and take a step backwards, remaining on the paved surround, salute (if required) and return to your place.
- c. Music will be played by the band during the wreath laying as arranged with the Musical Director. Local students will read out the names of all personnel named on the Memorial.

4. Communications

- a. PA System: The PA system for the service will be provided by Warminster Community Radio who will set up on the day. The power supply will be in the Wessex MS building.
- b. Radios: CCTV will be in radio control with the Direct Services Supervisor as well as having access to the police radio. The local police will only be in attendance to lay a wreath with a contingent of cadets.

5. Dress

- a. Military Personnel:
 - (1) Officers laying wreaths – Service Dress, Sam Browne, Medals, Gloves, Accoutrements and Poppies according to Regimental/National custom. No Swords are to be carried. Great/Service Coats at discretion of individual.
 - (2) 1 Yorks Contingent – No. 2 Service Dress and Poppies according to Regimental Custom, weapons will be carried.
 - (3) The Band and Bugles of The Rifles – as per Band Sergeant Major and Regimental direction.
- b. Others – as directed/advised by RBL/Town Council/Parent Organisation. Poppies.

6. Security

- a. Service security will be co-ordinated by GSM in conjunction with his team, 1 Yorks and assisting soldiers plus WTC Direct Services Supervisor.
- b. The Town Clerk and GSM are requested to provide traffic control and security for the parade and service. A PME has been submitted.

7. Dignitaries

Councillors, Clergy and Military Officers will arrive at the War Memorial by 14:30hrs and positioning will be directed by the Town Clerk. All wreaths will be supplied to dignitaries if previously arranged. The Clergy will robe at the Wessex MS Therapy Centre and should be in position at the Memorial by 14:45hrs.

8. Briefing

There will be a recce/familiarisation visit to the War Memorial at 11:30hrs on Thursday 9 November to finalise details. The following are required to attend:

- Town Clerk
- Direct Services Supervisor WTC
- Warminster Garrison SO2 G1/GSM
- 1 Yorks representative
- Band Master/BSM (if applicable/available)
- Regimental Police and PMs
- Revd J Desrosiers
- Wiltshire Police representative
- Royal British Legion representative
- Royal British Legion Biker representative
- Lesley Fudge

Representatives from any other organisation who wish to attend are more than welcome to familiarise themselves with arrangements.

9. Flag

WTC will arrange for the Union Flag to be raised at the War Memorial by 14:00hrs on Sunday 12 November and for it to be lowered after the ceremony.

10. Wet Weather Programme

There is no wet weather programme.

11. Emergency Access

Emergency access is to be given to Ambulance, Police or Fire vehicles that may need to use the road closure area at any given time during the service.

12. Service Sheets

Service sheets will be available from the Civic Centre, Warminster Library and the Community Hub from 1st November, or contact the Town Clerk with your requirements.

Yours sincerely



Fiona Fox BA (Hons) FILCM MCIPD
Town Clerk and Responsible Financial Officer

Distribution by the Town Clerk:
The Mayor and Councillors of WTC.
President RBL Warminster
Revd J Desrosiers
All Warminster Churches
Dr Andrew Murrison MP
Inspector Warminster Police (Inspector J A Fee & PC Chilton)
Wiltshire Council
Warminster Community Radio
OC Warminster School Contingent CCF
ACF Det Warminster
ATC Det Warminster
Chief of Scouts Warminster
Senior Girl Guides Warminster
Cubs Pack Warminster
Brownie Packs Warminster
St John Ambulance Warminster
Lions Club of Warminster
Rotary Warminster
Warminster Rugby Club
Highbury Youth Football Club
R ANGLIAN Regimental Association
Royal Irish Rangers Association, Warminster Branch
Old Comrades Associations
Dorset and Wiltshire Fire Service Warminster
Warminster Ambulance Service
Wessex MS Therapy Centre
Longleat Masonic Lodge
Warminster Community Choir
Warminster Military Wives Choir
Royal British Legion Bikers
All Warminster School
Lesley Fudge
Ed Fairnington Combined Cadet Force (CCF) Matravers School, Westbury
Feofees of St Lawrence Chapel