

Internal Committee 3rd April 2018

Assembly Room Hire

Agenda Item 8

We have many applications from charities to hold events in the assembly room and these are currently referred to council individually to allow them free of charge. In addition, the security charge rates have increased (we pass these on at cost) and private hire events often run at a loss. Very shortly, number 22 High Street will be residential apart from the ground floor.

These 4 factors have prompted a review of the charging and terms and conditions regarding the assembly room. All existing bookings would be honoured at the current rates.

Note: now the Town Council has the General Power of competence, we do have the right to make a profit rather than simply break even. The proposals below only return a small "profit" at best.

Room Charges

Details of the current charges are attached below. Outside security will only attend for 4 hours or more.

Proposals:

1. Impose a minimum hire period of 4 hours for events that require security.
2. Increase Private Hire charges from the £15 rate to the commercial rate of £25. These events often cause the most disruption to the office, they can overrun and cause additional cleaning issues. They are significantly more difficult than commercial hire.
3. Restrict the £15 charge to not-for profit organisations such as TODS
4. Introduce a free of charge (room only) facility for registered local charities or those events contributing all proceeds after running costs to a charity (Tuesdays for instance). These organisations would still be subject to the deposit held against damage/mess.

Security

Our current charges do not meet the fees charged by outside contractors for door supervisors (needed when alcohol is involved).

Proposals:

1. Increase the individual charge for alcohol events from £12 to £15 per guard.
2. Re-charge security fees for all users (even charities) unless there is town council involvement (when Claire would usually be present anyway).

Additional Safeguards

There are some events which are clearly unsuitable for the room bearing in mind the value of the artwork etc. Also, the newly residential property next door is likely to bring complaints.

Proposals:

1. Introduce the discretionary ability to refuse a booking.
2. Consider a reduction in the event timings to require parties to finish at 11 and vacate by 11.30



Town Clerk

Impact on Crime and Disorder	:	None
Impact on Bio-diversity	:	None
Budgetary Impact	:	Staffing only

CHARGES.

Hire is charged at a rate of £15.00 (inc. VAT) per hour for private functions, fundraising events and not-for-profit organisations, and £25.00 (inc. VAT) per hour for commercial traders.

Security cover is compulsory outside office hours, and SIA accredited personnel are needed at all times if alcohol is to be consumed on the premises.

Please answer the questions below to calculate the amount due.

1.	Number of hours needed Please include time for setting up and clearing away.	
2.	Multiply hours by appropriate rate. <input type="checkbox"/> Commercial traders: £25.00 <input type="checkbox"/> Private hire / fundraising / non-profit: £15.00	
3.	Will alcohol be served? <input type="checkbox"/> YES - add £200.00 deposit and proceed to question 4. <input type="checkbox"/> NO - add £50.00 deposit and skip to question 5	
4.	Events with alcohol only – PLEASE SPEAK TO THE OFFICE. Will there be more than 75 people attending? <input type="checkbox"/> YES - add £24.00 <u>per hour</u> and skip to question 6. <input type="checkbox"/> NO - add £12.00 <u>per hour</u> and skip to question 6.	
5.	Events WITHOUT alcohol only. Will all or part of the event take place outside office hours? <i>Office hours = 9am to 5pm, Monday to Friday.</i> <input type="checkbox"/> YES - add £12.00 <u>per hour outside office hours</u> and proceed to question 6. <input type="checkbox"/> NO - no extra charge - proceed to question 6.	
6.	Do you intend to use the kitchen for the preparation of food? <input type="checkbox"/> YES - add £75.00 (including returnable £50.00 deposit) <input type="checkbox"/> NO - no extra charge - proceed to question 7.	
7.	Total amount due including deposits:	

RETENTION OF DEPOSITS

Deposits may be retained in accordance with the following scale of charges:

Events without alcohol (£50.00 deposit)

Over-running past midnight:	Full deposit retained
Extra cleaning needed:	Full deposit retained
Damage to the Town Hall / fixtures / furnishings:	Full deposit retained
Failure to comply with Terms & Conditions:	Full deposit retained
Extra rubbish left:	£5.00 per bag

Events with alcohol (£200.00 deposit)

Past experience has shown us that events where alcohol is consumed generate more (and costlier) problems than those where it is not. For this reason, the deposit is larger for events where alcohol is consumed.

Extra cleaning needed:	£50.00
Event over-running past midnight:	Full deposit retained
Damage to the Town Hall / fixtures / furnishings:	Full deposit retained
Failure to comply with Terms & Conditions:	Full deposit retained
Extra rubbish left:	£5.00 per bag

Use of the kitchen (additional £50.00 deposit)

Extra cleaning of the kitchen needed: Full deposit retained

Internal Committee 3rd April 2018

"Coffee & Cake" Sessions

Agenda Item 9

In the meeting on 29th January, the following recommendation from the committee structure sub-committee was not considered at the Internal Committee:

"Frome-style" Panels. It was agreed that this system was not appropriate for TTC at this stage. Frome was a much larger council (30,000 population) and the idea would be revisited once the focus groups had resolved their projects. Focus groups, "coffee and cake" sessions and the public engagement sub-committee already achieved many of the aims of the panel system. "Coffee and Cake" sessions would be included in the meeting schedule quarterly and would offer the opportunity for local organisations such as the TDRA, dementia café and the Day Centre (Tenterden Social Hub) to have stands there. These sessions would be held sufficiently in advance of the main meetings so that issues raised could be included in the agenda.

Since that date, it has been suggested that these "coffee and cake" sessions should be held more frequently to fit in with the bi-monthly Town Council sessions in the new council year and be held on the 3rd Saturday of alternate months.

Proposal:

1. That these sessions should be held bi-monthly on the 3rd Saturday of the month.
2. That the events would be published in the meeting schedule.



Phil Burgess
Town Clerk

Impact on Crime and Disorder	:	None
Impact on Bio-diversity	:	None
Budgetary Impact	:	Staffing only

Tenterden Town Council: Tenterden websites – March 2018

Response to concerns, as raised in an email of 02 March 2018 from a resident (attached below)

- 1 Tenterden Town Council (TTC) has no control over any Tenterden-related websites except its own – the TTC website at www.tenterdentowncouncil.gov.uk
- 2 Tenterden & District Chamber of Commerce (TDCC) owns the now-defunct (but not yet deleted) www.tenterdentown.co.uk site and its new site at www.tenterdenchamber.org – it has taken a policy decision to use that site only for TDCC members, except that there is a page of “Useful links” where (presumably) local organisations can add links to their own webpages
- 3 www.mytenterden.co.uk is a commercial site that offers free webpages to non-business Clubs, Societies & Community Groups. They have the facility to update their own information themselves however no group does this and they expect someone to do it for them.
- 4 The Church of England has created its own series of websites, and will presumably retire out-of-date ones in due course
- 5 Pointing out the spelling error on the TTC website is useful (thank you) – to be corrected. We should also:
 - a) Ask WebBox to check the whole site for spelling errors, if we cannot do that ourselves (it seems to be prohibited: I received a 403 error when I tried)
 - b) Spell check future copy before uploading it
 - c) Ask WebBox to run a periodical check for broken links and to fix them
- 6 TTC, through the Virtual Hub Focus Group, is producing a page for the TTC website to showcase the hireable spaces in Tenterden. Preparing this page was a task allocated to the Deputy Town Clerk, but other demands on her time have delayed this. It might be wise to get a price for this work from TTC’s web designers, then propose to TTC that the web designers should do this work
- 7 Why has the Tenterden Town website not been taken down, as it is clearly out of date? TDCC should be asked to do this or explain why they think it is inappropriate to do so
- 8 To date, TTC has taken the view that it should not be providing an online presence for community organisations, because –
 - a. significant extra resources would need to be committed to this (but see item 0 below) and
 - b. it would risk treading on the toes of others, such as MyTenterden, which fulfil this role, presumably as part of their business plansHowever, it might be appropriate (and an opportunity) to review this.

- 9 As far as resources are concerned –
- a. Zoe Cairns of Zoe Cairns social media floated the possibility of TTC employing an apprentice to run its social media accounts. The immediate reaction to this was that TTC’s social media presence did not justify employing someone virtually full time, but if TTC were to host – and presumably update – local organisations’ web pages, that would change things
 - b. It is not just a case of uploading information about community organisations, however, but also a question of gathering, checking and editing that information – something that cannot be entrusted to an apprentice and which would consume existing TTC resources to (in my view) an unacceptable extent
 - c. Sue Ferguson has been – and is – diligent in doing this but –
 - i. She would not be willing to do this for TTC as it would undermine MyTenterden’s offering
 - ii. I suggest TTC would not be content for her to have this role, as she is a councillor, not an officer
 - iii. Employing someone else to do this would be difficult (finding the right person) and probably expensive
 - iv. Any volunteer would need supervision (more resource implications) and is potentially unsustainable
- 10 If TTC did decide it is appropriate to provide web pages for community organisations –
- a) There should be a service level agreement with each organisation:
 - i. requiring the organisation to provide and update information, though few organisations currently do this for their information on the MyTenterden website (or indeed the www.tenterdenchamber.org site)
 - ii. absolving TTC for responsibility for (and indemnifying it against) inaccurate information supplied by the organisation being posted on the TTC website
 - iii. providing consents from the data subjects for their personal data to be used – and the data subjects need to know who the data controller is and how to get their personal data corrected/updated/removed/deleted and
 - iv. explaining the scope and limitations of the service being offered by TTC
 - b) Should the organisations pay for this service? If so, how much?
 - c) Should there be a local events calendar included? I suggest that, without this, the service would be of very limited value indeed, but it has its own resource implications
 - d) Should there be a discussion forum? Zoe Cairns has advised that not allowing people to comment and discuss is counter-productive, but I am uncomfortable with TTC providing a forum where derogatory comments about the town can be freely published, and any such forum would need to be monitored by someone with suitable awareness – another resources issue; there are already various Facebook pages that provide facilities for discussions
 - e) Is the TTC website likely to be sufficiently dominant in search terms to be the “go to” resource for people seeking information about Tenterden community organisations? If not, is the investment wasted? Is the only way to achieve such dominance to persuade other (commercial) sites not to try to compete with such information? If so why should they agree?
 - f) Local organisations should be canvassed to see whether they want this service from TTC before expenditure is incurred on it – the Lipton consultation did not reveal any significant desire for this
 - g) We would have to cover the resource issues referred to in item 0

From:

Sent: 02 March 2018 23:01

To: Town Hall <townhall@tenterdentowncouncil.gov.uk>; Cllr Nelson

<Cllr.Nelson@tenterdentowncouncil.gov.uk>; Cllr Ferguson

<Cllr.Ferguson@tenterdentowncouncil.gov.uk>; terry@dgeast.co.uk; mike.bartlett@dragonslair.eu.com

Cc: secretary@tenterdentown.co.uk; info@tenterdenchamber.org

Subject: websites : old/new/blue

To

Mr. Phil Burgess	Town Clerk
Cllr. Justin Nelson	Tenterden Mayor
Cllr. Mrs. Sue Ferguson	Deputy Town Mayor; MyTenterden
Terry Thorpe	Tenterden & District Chamber Of Commerce (TDCC)
Mike Bartlett	

Dear Sirs,

OLD

I express considerable frustration after discovering the considerable discrepancy between the various websites that reportedly serve the Tenterden area

- some of these conflicting websites competing for public attention based on various legacy/current technologies and aspirations

Realm	old web	new web	Redirect?	Members?	Contact?
Tenterden & District Chamber Of Commerce TDCC	www.tenterdentown.co.uk/	www.tenterdenchamber.org	x	x	x
TTC		www.tenterdentowncouncil.gov.uk	n/a	✓	✓
Church (C of E)	www.achurchnearyou.com www.tenterdencofe.org	www.tenterdencofe.co.uk	✓	✓	✓

Problems arise from these alternate "versions of the truth"

1. Joe Public gets confused by competing information, and may give up after experiencing such frustration [especially after seeing really outdated content]
2. If old websites are allowed to continue to display stale content, users will be misled and confused (especially if redirect to replacement is clear or automatic)
3. Some child websites are doomed if their parent host ceases with/without notice
4. New websites (intended to replace previous generations) often omit useful information (e.g. TDCC personae)
5. Operational costs to maintain old domain names, web-hosting, and maintenance (if any)

Please can owners/managers take down such old & defunct workhorses before they do any more damage?
 - outdated websites should declare themselves as dying and redirect callers to their replacement [and be kept on life support only until their organs are transplanted]

NEW

Thursday's Times newspaper included a "Business Transformation" section noting increasing speed of technology and market aspirations, but reported only a 30% success rate

- some articles even urged appointing a Chief Transformation Officer (to join other C-class executives). Perhaps also burdened with EU's GDPR responsibilities?

Change may be inevitable but surely better to evolve content (nothing worse than yesterday's news) than endure relentless tear-down and/or fragmentation.

BLUE

1. Many small organisations [such as Tenterden & District Local History Society] are dependent on 3rd-party websites and lack control to create/edit/migrate content
 - and outdated content (e.g. 6th Feb nearly 4 weeks after the event) is not being automatically archived by parent site (or by child staff)
2. Organisations may alternatively elect to break away to create their own domain, website, email infrastructure [a task their resources & expertise may not attain]
3. [with right personnel/effort] some websites may thrive but are particularly vulnerable if elect niche technology, or if key players move on without due handover
4. Different organisations seem destined to collide, e.g. Hub1 vs. Hub2 and Soc1 vs. Soc2
5. Tenterden is blessed with many venues (rooms, halls etc) having various facilities (WiFi, kitchens, projector) but nowhere to contrast and actually book (or search for Events)
 - I had hoped that such topics were key to the revised TTC website, but alas Tenterden remains woefully un-joined-up
6. Methinks Tenterden should develop facilities to welcome business, tourists and our growing population post Tent-1x developments
 - otherwise we will degenerate to a nucleus of charity shops with minimal UBR contribution
7. TDCC Business Directory search is poor (e.g. results for "internet" [yields Florist & Furniture] and "web" [yields Promotional, Hotel, Fashion]
 - and has no elected members or Contacts shown [at least a search for "Computers & Internet" on MyTenterden BUSINESS DIRECTORY produced 12 relevant results]
8. TTC site also is not immune to spelling mistakes (e.g. "leaflet") that lower its credibility [not difficult nowadays to subject site to a full scan to avoid typos and broken links]
9. C of E website is being revamped [again] so hopefully anachronisms and content will also improve, and the new opportunities of St Mildred's will be welcome to all after re-development.

Conclusion

TTC and TDCC should be well-placed and financially stable and staffed to provide a welcome service to smaller organisations in the community (cf. [Woodchurch](#), [Egerton](#) and [other](#))

- needs careful design and operational planning to address the membership individuals, access & security (incl. GDPR and similar complex demands)

=> TTC, TDCC & MyTenterden should pool expertise and consider how to embrace community/clubs by offering central support, training and governance (especially in face of GDPR regulations)

Hopefully this email will engender some response so that our culture can be incrementally improved

- thank you for reading down to the end !

Internal Committee 3rd April 2018
TSH application for free use of the Recreation Ground
Agenda Item 11

The annual dog show hosted by the Tenterden Social Hub (TSH) is usually held in Rolvenden but the facilities are not available this year.

The TSH has requested that the recreation ground should be offered free of charge for the show on 29th July 2018. The show is not large scale and limited vehicular access will be needed to set up the apparatus. Teas and snacks will be served. The temporary events notice will be dealt with by TSH.

Proposal: That the recreation ground should be offered free of charge for this event.



Town Clerk

Impact on Crime and Disorder	:	None
Impact on Bio-diversity	:	None
Budgetary Impact	:	Minor

Internal Committee 3rd April 2018
Mayor's Charity – accounting error
Agenda Item 12

In the 2016-17 accounting year an error was identified in calculating the amount due to the Mayor's chosen charities. This resulted in an overpayment of £1536.97 split between the charities during Cllr Mrs. Smith's Mayoral term.

The error arose as a result of the difficulty in assessing amounts due to the charities because of the fact that mayoral years run out of synchronisation with financial years. The event expenses also often arrive later than the mayoral term whereas payments are made within that term. Safeguards have now been put into place so that this issue does not recur. However, the discrepancy is still outstanding and needs to be cleared from the accounts.

To reduce the amount payable to the current mayor's charity would not be fair. I suggest the amount be transferred to the donations allowance for the 2017-18 year.

Proposal: That a correcting journal should be made to transfer the outstanding amount to donations or directly from reserves



Town Clerk

Impact on Crime and Disorder	:	None
Impact on Bio-diversity	:	None
Budgetary Impact	:	Written off

Internal Committee 3rd April 2018
Remembrance Day – Centenary Tributes
Agenda Item 13

In February, council agreed that remembrance Sunday should be regarded as a civic event. I have attached a "Battle's Over" guide from Bruno Peek, Pageant Master to Her Majesty the Queen, which details the events to be held nationally on Remembrance Sunday this year.

The brochure contains many suggestions for events which can be held locally.

Our Deputy Clerk, Claire Gilbert, is already meeting with members of the RBL (under the umbrella of that organisation) to arrange and co-ordinate events. Cllr Knowles is also involved.

That committee will consider the suggested events and report back to council periodically.

Proposal: Information item only.



Phil Burgess
Town Clerk

Impact on Crime and Disorder	: None
Impact on Bio-diversity	: None
Budgetary Impact	: Already set

BATTLE'S OVER



A NATION'S TRIBUTE

11TH NOVEMBER 2018

100 YEARS OF REMEMBRANCE

*March no more my soldier laddie,
There is peace where there once was war.
Sleep in peace my soldier laddie,
Sleep in peace, now the battle's over.*

YOUR GUIDE TO TAKING PART



**BATTLE'S
OVER**
A NATION'S TRIBUTE
11TH NOVEMBER 2018
100 YEARS OF REMEMBRANCE

*Certificate of Grateful Recognition
11th November 2018*

With sincere thanks for your contribution to Battle's Over,
the international commemoration of the centenary
of the end of World War I.



In association with:
The Society of Editors, Army Cadet Force, Air Training Corps, Sea Cadet Corps, Combined Cadet Forces, Boys' Brigade, The Royal School Pipe Band Association, Merchant British Branch, The Royal Company of Town Clerks, and Pipe Band Association (1906), Association of English Carpenters, Merchant Navy Association, Royal Naval Association, All-IP The Soldiers' Charity, Royal Air Force Overseas (and), The Bugles Association of The Light Division & Balloons, Theatricals, National Association of Local Councils, National Association of Civic Officers, One Voice Wars, National Trust, English Heritage, Central Council of Bellringers, The College of Piping and the National Union of Mineworkers (formerly known as Miners' Federation of Great Britain).



Bruno Peck
Bruno Peck LVO OBE OPR
Originator & Papermaster
Battle's Over - A Nation's Tribute
11th November 2018

This certificate can be downloaded at
www.brunopeck.co.uk from 30th
November 2018 to enable participants to
print it off and frame it as a permanent
reminder of their involvement in this
unique tribute.



Contents

Page 4 Introduction	Page 15 Your responsibility, Legal Essentials and Safety
Page 6 Sleep in peace, now the battle's over	Page 16 Message from the First Sea Lord Admiral Sir Philip Jones KCB ADC Chief of Naval Staff
Page 7 History of the Last Post - 'The People's Anthem'	Page 18 Message from General Sir Nicholas Patrick Carter KCB CBE DSO ADC Gen Chief of the General Staff
Page 8 Battle's Over - Ringing out for Peace	Page 20 Message from the Air Chief Marshal Sir Stephen Hillier KCB CBE DFC ADC MA RAF Chief of the Air Staff
Page 9 A Short History of Town Criers	Page 22 Message from Captain John Sail - National Chairman, The Merchant Navy Association
Page 10 A Cry for Peace Around the World	Page 24 Battle's Over - A Nation's Tribute & WWI Beacons of Light Chosen Charities
Page 11 How to take part & Beacon Lighting Ceremony	Page 25 Acknowledgements
Page 12 WWI Beacons of Light, your unique gas-fuelled Beacon	
Page 13 WWI Beacons of Light, Beacon Brazier	
Page 14 WWI Beacons of Light, Bonfire Beacon	



Introduction

On 11th November 2018, the United Kingdom and its friends overseas will mark the day 100 years ago when the guns fell silent at the end of the First World War.

You can play your part in remembering the sacrifice of millions of men and women by joining us in Battle's Over, a unique series of events in the morning and evening involving organisations and communities the length and breadth of our nation and in many countries abroad.

- **Battle's Over - Sleep in peace, now the battle's over**
- **Battle's Over - The Last Post**
- **Battle's Over - WWI Beacons of Light**
- **Battle's Over - Ringing out for Peace**

6.00am - Battle's Over - Sleep in peace, now the battle's over

The sound of 1,000 bagpipes will fill the air before dawn has broken on 11th November 2018. In cities and towns throughout the land individual pipers will play Battle's O'er - a traditional air played by pipers after a battle. Heralding the start of the day's commemorations, they will play the haunting tune outside churches and cathedrals, in market squares and muddy fields, on hilltops and high streets, in valleys and village greens throughout the United Kingdom, Channel Islands and the Isle of Man, and at scores of locations overseas, including Australia, Canada, the USA, Germany, South Africa, France, Spain, Denmark, Israel and Somalia to name but a few.

A lone piper will play Battle's O'er in front of the Tomb of the Unknown Warrior at Westminster Abbey, London, with others undertaking a similar performance in front of cathedrals in the UK. At the same time, pipers everywhere will be playing the same tune in their local communities.

Following the playing of this piece of music at the Merchant Navy Associations National Memorial, Trinity Square Gardens, Tower Hill, London, at 6am, through to 7pm, when a WWI Beacon of Light will be lit, the 15,000 names of those brave Merchant Navy Seamen who lost their lives during this

dreadful war will be read out by a range of people from all over the United Kingdom, in remembrance of the sacrifices made.

We anticipate that this unique tribute, organised in association with the Glasgow-based College of Piping, will start the contemporary media coverage on television and radio, and will provide some of the day's most moving and atmospheric sights and sounds, so if you wish to encourage a local Piper to participate by playing Battle's O'er at a location of their choice (excluding Cathedrals), please ask them to register asap, providing the following information to:

battlesoer@collegeofpiping.org

Name of Piper, Address, Country, County, Tel, Email

6.55pm Battle's Over - The Last Post

In association with the Air Training Corps, Army Cadet Force, Sea Cadet Force, Boys' Brigade and the Light Infantry Buglers Association, the Last Post will be played at many of the 1,000 WWI Beacon sites throughout the United Kingdom, involving young people and others paying their personal tribute to those that gave their lives during World War I.

7.00pm Battle's Over - WWI Beacons of Light

Later that day, after darkness has fallen, more than 1,000 Beacons of Light will be lit throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories.

This is a commemoration inspired by a comment made on 3rd August 1914 by Britain's Foreign Minister, Sir Edward Grey. He was looking out of his office window at dusk as gas lights were being lit along London's Mall when he remarked to a friend, "The lamps are going out all over Europe; we shall not see them lit again in our lifetime."

Our country was about to be plunged into the darkness of the First World War, and it would be four long years before Britain and Europe would again experience the light of peace.



**BATTLE'S
OVER** 
A NATION'S TRIBUTE
11TH NOVEMBER 2018
100 YEARS OF REMEMBRANCE

*Your chance to pay your
personal and community
tribute to those millions
that gave their lives
for their country
or returned home wounded
during or after the dreadful
darkness of four years of War
1914 - 1918*

In remembrance of the end of the war and the millions who were killed or came home dreadfully wounded, Beacons of Light will be lit around the country at 7pm on 11th November 2018.

The event will also commemorate the huge army of men and women on the home front who, often in dangerous and exhausting conditions, underpinned the war effort - keeping the wheels of industry turning and bringing home the harvests. The beacons will symbolise the light of hope that emerged from the darkness of war.

Among the communities and other organisations that have confirmed their involvement are the Tan Hill Inn, Yorkshire Dales, the highest pub in Great Britain; Unst, the most northerly inhabited island in Scotland; St David's, the most westerly city in Wales; Lowestoft, Suffolk, the most easterly town in England, and St Macartin's Cathedral, Enniskillen, the most westerly location in the United Kingdom. We do hope that your council and community will also choose to take part in this historic tribute.

There are a number of cost-effective ways of participating.

- (1) Use existing beacon braziers set on tall wooden poles and gas-fuelled beacons previously used for other historic anniversaries, celebrations and commemorations.
- (2) Build and light a traditional bonfire beacon.
- (3) Purchase the gas-fuelled beacon being specially produced for this project. Afterwards, it can be stored and used for future events. See page 12.
- (4) Build and erect a new beacon brazier on a tall wooden pole, using it as a permanent tribute to those that lost their lives in your local community during World War I. See page 13. (You may need to apply for planning permission so please contact your Local Authority Planning Department to seek their advice).

Councils, organisations and individuals taking part will be able to immediately download the official Battle's Over logo free of charge by going to www.brunopeek.co.uk and similar for the special certificate shown on page 2 from 30th November

2018 by going to the same website as a permanent reminder of their involvement in this tribute.

Those wishing to participate in lighting a WW1 Beacon of Light, please go to page 11 and please provide information in point 1.

As you will see from pages 16, 18, 20, and 22, we have four worthy and appropriate charities associated with this event, representing the Royal Navy, Army, Royal Air Force, and Merchant Navy. Please feel free to make donations direct to one or more of them. You may also wish to consider staging a public collection for them around the lighting of your beacon.

7.05pm Battle's Over - Ringing out for peace!

As beacons blaze around the country, bells in 1,000 churches and cathedrals will ring out in celebration of the end of the First World War. Many people in Britain live within hearing of church bells, which call congregations to prayer and mark special occasions. But the sound of mighty bells, some of which are hundreds of years old, also provides a stirring soundtrack to historic events.

The ringing of bells to celebrate the end of the Great War is being organised in association with the Central Council of Church Bell Ringers, the representative body for groups who ring bells in the English tradition with rope and wheel. It was founded in 1891 and represents 65 affiliated societies of local ringers from all over the British Isles and many other countries from Australasia to North America to Africa.

The stirring sound of church and cathedral bells will provide a fitting conclusion to a day of contemplation, commemoration and, ultimately, celebration as our country and other nations reflect on events a century ago on the battlefields of Europe and at home in our factories and farms.

Please encourage your local Cathedral, Minster or Church to participate by ringing their bells at 7.05pm that evening, asking them to provide us with the following information to:

brunopeek@mac.com

Name of Cathedral, Minster, or Church, Address, Country, County, Name of Contact, Tel, Email

Please join us

To coincide with the ringing of the church bells, 100 Town Criers, one for each year since the end of WW1, will be undertaking 'A Cry for Peace around the World', and in the United Kingdom, the 'Cry' will be led by a Chelsea Pensioner from The Royal Hospital, Chelsea, London, at 7.05pm that night.

Those millions of brave men, along with the many left at home, did their duty for their country during the dark days of war, so let us do our duty by them, remembering and honouring them through Battle's Over.

We encourage you therefore to join the many thousands of people already taking part, by participating in this unique community project, commemorating the bravery and personal sacrifice made by so many, along with celebrating the light that emerged from the darkness of war

Please see acknowledgements from page 25 onwards. These will be updated every three months up to 31st October 2018.



Photo: Archant Norfolk



Bruno Peck

Bruno Peck LVO OBE OPR
Pageantmaster
Battle's Over - A Nation's Tribute



'Sleep in peace, now the battle's over'

"The origins of military music derive from the demands of war itself," wrote Lt. Col. David J. Murray in his seminal publication from 1994, *Music of the Scottish Regiments*. "From earliest times until the invention of radio as a means of communication, it had three principal functions. These were to pass orders and give signals in battle; to regulate the military day in camp and garrison; and 'to excite cheerfulness and alacrity in the soldier'."

The highland piper had been a prominent member of the social hierarchy of Scotland's clan system since the 15th century, when the piper seems to have ousted the bard and the harper from their positions. When the clan took the field as a fighting unit, the piper went with it, and was able, by means of the robust tone and volume of his instrument, both to entertain the men on the march to the battlefield and in their bivouacs, and also, importantly, to encourage them during the prelude to battle by playing the warlike music of the clan. In Gaelic, this rousing is called the 'bronsnachadh.'

The existence of pipes with a Scottish regiment dates to at least the 1680s. At the Battle of Waterloo the pipers played inside the squares as the French advanced, while on the march they played to cheer the soldiers up. All this changed with the arrival of the metalled road, which was to lead to the emergence of the bagpipe and drum combination, and to an avalanche of compositions in march tempo.

From the time of Waterloo, continuous efforts had been made to have the pipers recognised as an integral part of the musical resources of the Scottish regiments. The highland regiments owed the approval of their pipers to the indirect influence of Queen Victoria and it was she who decreed that "the pipers shall play in front" of the regiments. The Queen decided she must have her own piper and in 1843 Angus MacKay was appointed as the first Sovereign's Piper, a tradition that has been maintained by the monarch ever since.

Throughout history there are many examples of military pipers raising the morale of fighting troops at critical moments in battle. Piper George Findlater on the north-west frontier of Afghanistan in 1897, and Piper Daniel Laidlaw VC at the Battle of Loos in 1915 spring immediately to mind. The sound of the pipes boosted morale amongst the troops and intimidated the enemy but in doing so pipers were an easy target for the enemy, particularly during the Great War when they would lead the men 'over the top' of the trenches and into battle. Around 2,000 pipers were either killed or injured.



The origin of the Retreat march was to warn the soldier to return to his company in order to answer to his name at roll call. The tune, *When the Battle's Over* is a classic Retreat march. It was composed by Pipe Major William Robb (1863-1909) of the Argyll and Sutherland Highlanders and established itself quickly in the pipers' repertoire between the Boer War and Great War. It remains a very popular tune with pipers and pipe bands and it is fitting that it is the tune pipers will play at 06.00 hours throughout the United Kingdom and other countries throughout the world as part of the Battle's Over unique tribute that day.

In 1961, the singer Andy Stewart put lyrics to the tune. The chorus goes:

*March no more my soldier laddie,
There is peace where there once was war.
Sleep in peace my soldier laddie,
Sleep in peace, now the battle's over.*



Stuart Letford

Stuart Letford,
Manager, the College of Piping,
Glasgow, Scotland.



History of the Last Post - 'The People's Anthem'

"The Last Post" - A phrase that conjures up sombre thoughts, images, and a sense of finality and closure.

Although now recognised as the Bugle Call signifying the 'Final Farewell' at a military funeral or Remembrance Parade, it was originally a call used daily by the Army. It followed 'The First Post' (which signalled the start of the Duty Officer's inspection of the sentry posts) and signalled that the inspection of the final sentry post had taken place and all was secure for the night. It was first published in 1790, and during any prolonged battle it was also sounded to signal that fighting was over for the day and that any combatants



Flight Sergeant Isabel Hughes, 1211 (Swordblitz) Squadron, South East Midlands Wing

who were still out in the field or were injured should find help or refuge by following the sound. From 1850 it became the custom overseas for it to be played when a soldier died or was killed in action and for the Regimental Bugler to play it at the graveside. The transition of the Call from being an official tune for timekeeping to one of mourning occurred during the 1880s when the overseas graveside tradition began to be observed at home.

Its use in a symbolic way during Remembrance Day parades and ceremonies signifies its acceptance as a token of remembrance as well as of death.



Flight Sergeant Gemara Jones, 1084 (Market Harborough) Squadron, South East Midlands Wing

HG Wells is credited with calling the First World War (or the Great War as it was originally known) "the People's War" and the Last Post became the British People's Anthem, being heard with monotonous regularity during the War. The Last Post was not performed on the first Armistice Day in 1919, but was heard the following year and the practice has continued to this day.

Because of the intensity of this simple piece of music it has been incorporated into the Finale of "In Memoriam" by Robert Steadman as well as 'The Armed Man' by Karl Jenkins.

In 1928, the custom started for the Call to be played at the Menin Gate, Ypres, Belgium every night at 8pm, apart from 20th May 1940 to 6th September 1944 due to the German occupation.

Wing Commander G. A. Singleton
MCGI FRSA RAFVR(T)
Principal Director of Music



**ROYAL
AIR FORCE
AIR CADETS**
the next generation



Battle's Over - Ringing out for Peace

The History of 'English Change Ringing'

The sound of bells ringing is deeply rooted in British culture. Bells provide the grand soundtrack to our historic moments, calling us to wake, to pray, to work, to arms, to feast, to celebrate and, in times of crisis, to come together.

The early missionaries used small handbells to call people to worship, with bells being introduced into Christian churches around 400 AD.

Following the Reformation, many churches began to use a new technology of bells mounted on a whole wheel, which gave greater control, with the final refinement of a 'stay' and 'slider' to be able to 'set' the bell. The ringer could now rotate the bells 360 degrees and stop and start the ringing at will.

Competition developed for who had the most bells, and there was increased interest from lay people, who took over the belfry from the clergy. Rules evolved and 'changes' could be learned by heart to create patterns where the bells are never sounded in the same order twice. These compositions were named 'methods', often titled after the cities they were first rung in such as Norwich, London and Cambridge.

By the middle of the 18th century the ability to stand for three hours to ring a peal of 5040 changes was common, with a crowd of listeners eager to hear. Today bells ring out in the English style across the world.

During the First World War c1400 bell ringers lost their lives in service of their country. The Great War Memorial Book of Church Bell-Ringers who fell in the war is on display near the ringing chamber at St Paul's Cathedral, London. It bears the following inscription:

"They whom this book commemorates were numbered among those, who, at the call of King and Country, left all



that was dear to them, endured hardness, faced danger, and finally passed out of the sight of men by the path of duty and self-sacrifice, giving up their own lives that others might live in freedom."

At the end of the war the bells rang out across the country to celebrate the coming of peace, and have followed in that celebratory role ever since. 95% of bells in the UK 'rang in' the Millennium, a bell announced the opening of the London Olympics in 2012 and, as part of the Her Majesty the Queen's Diamond Jubilee celebrations, a floating belfry with eight bells led the Thames Pageant of 1,000 boats.

In 2017 a ring of 8 bells is being installed at St George's Memorial Chapel in Ypres, whose bell tower has stood empty due to lack of funds since the chapel was built in 1927. The project has cost £250,000 in total, but there has been no trouble raising those funds - the fallen of the Great War are not easily forgotten, and the sound of bells ringing out both in commemoration and to celebrate peace is clearly still as important to many as it was in 1918.



Christopher O'Mahony

Christopher O'Mahony,
President of the Central
Council of Church Bell
Ringers.



A Short History of Town Criers



As long as there has been news to share, there have been messengers to deliver it and Town Criers were the original 'newsmen' finding their origins in the early Greek Empire as Spartan Runners. In fact Stentor an ancient Greek God was said to have the voice of 50 men and some men with a loud voice may be known as having a voice of a Stentorian.

Town Criers in Britain are thought to have come to the fore in 1066 when news of William of Normandy's invasion was known. Men employed to remind everybody of Harold's authority passed information from town to town. These individuals were specifically employed to call out the King's proclamation.



As the literacy of Britain's population remained low well into the late 19th century, people came to rely on criers and heralds as a useful way of hearing about proclamations, edicts, laws and news, as books and newspapers were generally only accessible to a small percentage of the English population.

Proclamations, edicts, laws and news may well have been written on paper, however they were usually passed on to the general public by the Town Crier - the first (talking) newspaper.

Oyez, Oyez (roughly translated from Old French, as "Hark" or "Listen") became a familiar call in town squares, markets and public meeting places all over Britain, a summons for the townspeople to gather and listen to news of the plague, victories in far off lands, royal births and deaths by execution.

The Town Crier would read a proclamation, usually at the door of the local inn, then nail it to the doorpost of the inn. The result of this tradition has been the naming of newspapers as "The Herald and Post", the expression "posting a notice", the "post office" and "posting a message" on the Internet.

Their position became so important that harming a Town Crier was turned into a treasonable offence and even in the 21st Century, these ancient laws are supposed to guard them against heckling.

As literacy spread, the Town Crier's role was eventually superseded by newspapers and modern media, but there are lots of Towns that still retain the service of its Town Crier to enhance the traditional character of their Town and promote tourism.

The inaugural meeting of the Loyal Company of Town Criers, which celebrated its 25th anniversary in 2017, was held on Saturday 16th October.

I would like to encourage all fellow town criers throughout the world to participate in **A Cry for Peace Around the World** on 11th November 2018.



Brenda Willison



Brenda Willison,
Chairman of the Loyal Company of Town Criers.



**BATTLE'S
OVER**



A NATION'S TRIBUTE

11TH NOVEMBER 2018

100 YEARS OF REMEMBRANCE

A Cry for Peace Around the World

Oyez Oyez Oyez

Town Criers raise your voices and together cry with me
Remembering those brave men and women in our history
The Battle's Over A Nation's tribute remembers them one and all

Be proud and stand united, don't let your memories fall
Confidence is what we need so that Nations trust each other
And all the Races of mankind treat each other as a brother

Food for every living thing by nature is provided

If we could only see it was equally divided

The woods and streams, the mountains high, the sea and golden shore
Were never ever meant to be the cause of senseless bloody war

Or race for powerful armaments and sacrifice of youth
But a World of true contentment built on Faith and Trust and Truth
Peace to the World

God Save The Queen



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 Pook LVQB@OPR, Pageantmaster, Battle's Over - A Nation's Tribute & WW1 Beacons of Light at - 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 WW1 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 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 WW1, in remembrance of the sacrifices made.



Bonfire Beacon, Killybegs, County Down, Northern Ireland



Beacon at Manor Farm, Shelsley, Devon, courtesy of North Gilt, Stone Parish Council



WWI Beacons of Light, your unique gas-fuelled Beacon

The Battle's Over Beacon is of lightweight construction and comes assembled and complete with the exception of the gas cylinders that will need to be purchased separately:

- a) 400g disposable cylinder of propane, (Bullfinch No 1644, or equivalent) for the FirePower Torch used to light the Beacon. These can be purchased from many DIY stores or Builders Merchants.
- b) One full 47 kg propane cylinder or 2 x 19 kg full cylinders are recommended to give a full flame for an hour. For longer periods of burning or with partially full cylinders you will need double the number of cylinders. These cylinders can be purchased from Flogas Britain Ltd by calling 0800 085 6225 quoting Gas Fuelled Beacons or by going to their website www.flogas.co.uk where you can either order your cylinder online or locate your nearest Flogas stockist. You may also

download a propane cylinder safety data sheet from the Flogas website (www.flogas.co.uk/safety).



The Gas-Fuelled Beacon package will contain the following:

- Burner unit with distinct design to commemorate the event - with the motif WWI 1914 18 round the circumference
- 2m high stand with an anchor for fixing to the ground
- 10m hose with the regulator for connecting to the gas cylinders
- FirePower Gas torch for lighting the burner (you will need a 400g disposable cylinder of propane for this - (see above))
- Spanner
- Leak detecting fluid
- Hose assembly and Y manifold to link 2 cylinders
- Lighting and safety instructions

The above items are packed into 2 strong cartons.



The tripod describes a circle area of about 1.32m diameter and the beacon has an extended height of about 2.15m.

The Beacon (and flame) are stable in the wind up to 30 mph. It is supplied with a ground anchor and rope for securing to the ground if this is possible, or else we would recommend the use of sand bags. Full instructions are provided for this. The Beacon must be supervised by 2 people at all times when lit and a fire extinguisher must be provided. It is important that the supervision should be undertaken those who are competent and it is essential that a trial be undertaken before the event to ensure that everyone is fully trained and familiar with the operation.

See our website bullfinch-gas.co.uk for more details.

The price is £360 plus VAT including carriage within the UK Mainland. There will be an extra carriage charge for other areas.

To order please contact:
Bullfinch Gas Equipment, Kings Road, Tyseley, Birmingham, B11 2AJ.

Tel: 0121 765 2000

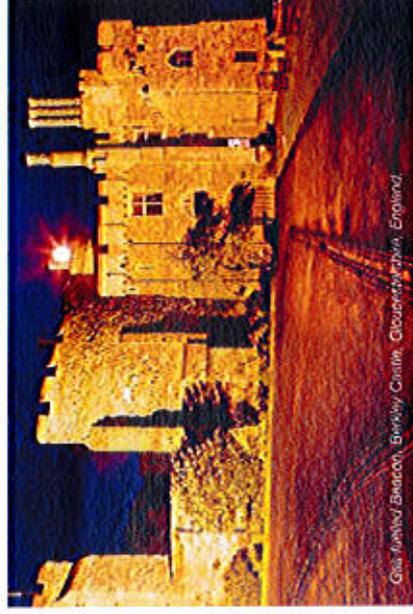
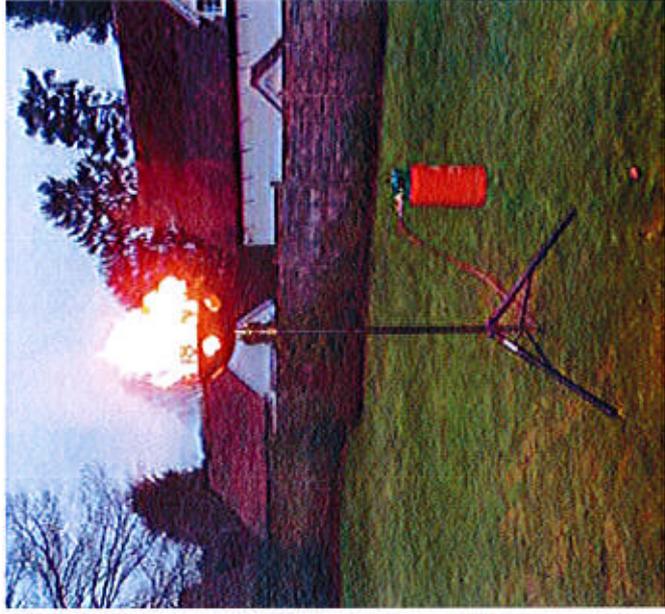
Fax: 0121 707 0995

Email: sales@bullfinch-gas.co.uk

Web: www.bullfinch-gas.co.uk



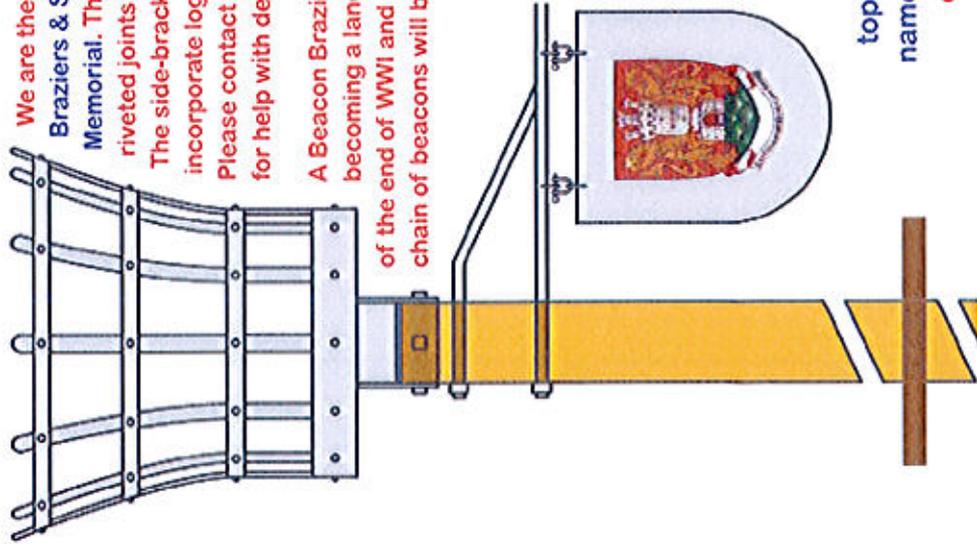
Payment by Bank Transfer, Credit/Debit Card or Cheque. Payment will not be asked for until the Beacon is about to be despatched. Last date to order to guarantee delivery by 1st November is 31st August 2018. However please enquire after this date for availability.



Gas Fuelled Beacon, Berridge Centre, Gloucestershire, England



WWI Beacons of Light, Beacon Brazier



We are the sole official manufacturers of Braziers & Shields for the WWI Beacons of Light Memorial. The fire basket is blacksmith-made with riveted joints and supported on a timber or steel post. The side-bracketed shield is an option and can incorporate logos, text or crests cast in relief. Please contact groberts@leanderarchitectural.co.uk for help with design, prices and advice on installation

A Beacon Brazier can be a more permanent fixture (often becoming a landmark in its own right) for the commemoration of the end of WWI and subsequent major events. The lighting of the chain of beacons will be a lasting memorial to the end of a horrific war.



Memorial plaque to the 'Cockleshell Heroes'

WE'RE HERE TO HELP YOU WITH

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Tel: 01298-814941



WWI Beacons of Light Bonfire Beacon

Locate the bonfire at least 30m away from buildings, roads, railways and public rights of way, and a safe distance from dangerous materials and overhead power lines. Ensure it has good access for the transportation of materials for the bonfire and sufficient space for spectators to stand upwind.

Obtain the landowner's permission and involvement.

Liaise with local fire brigade and emergency services, presenting them with your plans, and seek their advice and support.

tunnel to the middle of the beacon. Keep middle empty until required. Always construct the bonfire so it collapses inwards as it burns.

4 Use only wood for combustible materials. Do not burn dangerous items such as foam-filled furniture, old tyres, aerosols or tins of paint. Build upwards until height of centre pole is reached. Materials around top should be loosely packed to allow air flow. Cover bonfire to keep it dry.

5 Fill centre with suitable, dry combustible materials. Check construction is stable and remove any unsuitable materials that may have been added. Look specifically for fireworks, aerosols, highly inflammable materials or containers with such materials.

6 Construct a safety barrier out of ropes and stakes or scaffold poles to ensure public is kept at a safe distance from the fire.

7 **In daylight, and just before lighting, check that there are no children or animals playing or hiding in the bonfire. Arrange for, and brief sufficient numbers of marshals.**

8 The person looking after the fire should not wear lightweight clothing that could ignite easily. They should wear a substantial outer garment of wool, or other material of

low flammability, and stout boots. They should know what to do in the event of a burn injury, or a person's clothing catching fire, and should have a fire blanket ready in the bonfire area along with a number of fire extinguishers.

9 Lighting: the safest and recommended approach is to use paper and solid firefighters in six places just inside the walls of the beacon to ensure an even burn. Never use flammable liquids such as paraffin or petrol to get it going as this can result in uncontrolled spread of fire or explosion.

10 To light the beacon: from poles 2m in length, prepare hand torches for lighting with paraffin-soaked rags wired around one end. Remember, paraffin is dangerous and great care should be taken. Paraffin can be used as directed, but it is still dangerous and should at all times be treated with great care - for example, always ensure all excess paraffin is drained off rags before use. If spilt on your clothes during the preparation of your beacon lighting you should replace those items of clothing before approaching any naked flames. In particular, always remember to replace the lid on any container of unused paraffin and store it in a safe place away from naked flames. Do not use an accelerant on the fire itself.



Bonfire Beacon, Shipston-on-Strat, Warwickshire, England.



▲ After the event, extinguish fire and collect remaining debris. ▲ Dig over site and re-lay turf. ▲ Leave site clean and tidy.



Your responsibility, Legal Essentials and Safety

If you are inviting personal guests to your home it is worth checking with your household insurer that you are covered in the unfortunate circumstances that there should be an accident. If your event includes inviting the public, or it is a third party venue then, where applicable, the following advice should be heeded, to ensure you have a safe and enjoyable event for everyone involved.

Licensing

Your local authority is responsible for licensing of such events. This includes the sale of alcohol (please see separate section) and Regulated entertainment, which includes live and recorded music along with other types of entertainment. Generally if there are going to be no more than 499 people present at your event, including staff and performers you can apply for as Temporary Event Notice. This is a simple process and can be obtained from your local Council and completed on line for only £21. If you expect more than the 499 people you will require a Premises licence to allow your event to take place. This process takes at least 28 days after you have submitted your forms, so leave plenty of time, the process may seem complicated but you can get assistance from your local licensing service at the Council. Local authorities will treat each event individually. The licensing officer's job is to advise the local authority's licensing committee on the granting of a licence should anyone object. If there are no objections the licence will be granted but you may have to agree to some conditions. It is always worth checking before you apply with the Councils licensing service to see if location already has a licence, as some open spaces are already licensed. Talk to the licensing officer as soon as possible. In Northern Ireland, if you plan to sell alcohol at an event, you will need to apply for an occasional liquor licence from the Northern Ireland Court Service.

Safety Advisory Groups

A lot of local authorities run Safety Advisory Groups for events, these groups consist of all emergency services plus other members such as the Highways authority. They can provide you with all the information you require and some have example event plans to assist you organising your events, you can normally contact them through your local Council or the Police events officers.

Insurance

Unfortunately accidents can happen at even the best organised events. Therefore you will need to consider and obtain insurance cover for your event, whether you are holding an event on your own premises or someone else's. Beacon/Bonfire events require specialist public liability cover. If you hire a park or venue or use land owned by a third party for your activity, they are likely to require you to have your own suitable insurance to cover your liability for any injury to the public or damage to other people's land or property. If hiring equipment for the event, you may need to insure those items; you may also need to consider cover for loss of any financial outlay you incur if the event has to be cancelled for reasons beyond your control, or loss of money, particularly if you are holding a fund-raising event. To help you obtain the appropriate insurance, and risk management advice, we are working closely with Unity Insurance Services, which is a specialist insurance broker in the voluntary and non-profit sector. They have developed a range of bespoke insurance covers specifically for the Beacon/Bonfire events. Unity is owned by a charity, The Scout Association, and donates all its profits back to charity. To obtain a quote or for more details or advice on the insurance cover you may need, please visit Unity's website, www.unityinsuranceservices.co.uk/beacons or telephone them on 0345 040 7702.



Alternatively, the licensing officer may be able to direct you to a suitable specialist company or broker, but you should not try to source this kind of insurance from a non-specialist.



Emergency Services

Tell the police well in advance about the type of event you are planning, and get in touch with your local community police officer. Write to the fire brigade and ambulance service, particularly if you are planning to have a Beacon/Bonfire, fireworks, or an event that will attract a large crowd. St John's Ambulance and the British Red Cross will provide first aid and sometimes a vehicle. You can be expected to be charged for these services, if your Council has a Safety Advisory group this process will be part of the process and will save time.



Food and Drink

Basic food hygiene guidelines should be followed at all times if you are providing food and drink. Caterers must have food hygiene certificates. Advice on this subject can be obtained from your local council environmental officer. If you are using outside catering companies check with your local authority to see if they are a registered food business.



Alcohol

If you wish to sell alcohol at your event you will need to obtain a licence, please see the section above on licensing, it is important that you obtain the correct permissions and your local authority Licensing service will help you do this. You can normally use a temporary events notice for a bar as only a small number of people can be present (less than the 499 limit).



Site Clearance

The local authority will arrange for clearance and disposal of litter after your event if it is on public ground (check for possible charges). You can help this process by arranging litter bins or recycling bins around the site, and a crew to clear up throughout the event.



Hiring or Borrowing Equipment

Your local authorities, or local event organisers may be able to help you with contacts for supplies such as marquees, portable toilets, barriers and bunting, or may in some cases have these for you to hire and borrow. You may also need to consider generators, a public address system, and emergency flood lighting. If you need to arrange insurance for your hired equipment, Unity Insurance Services can arrange this for you too. If you hire a Marquee make sure the company providing it provide you with the necessary safety certificates.

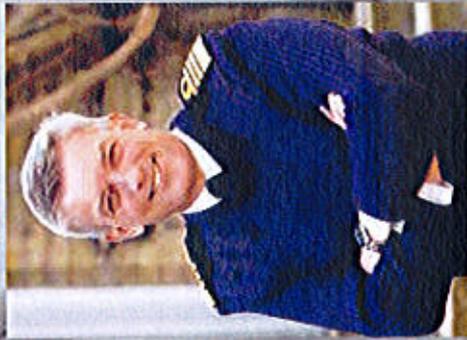


All Ability Access

Access for the disabled is very important. Many local authorities run community transport schemes. Talk to them about arranging transport. On green field sites access may be improved by cutting the grass before the event.



Message from the First Sea Lord Admiral Sir Philip Jones KCB ADC Chief of Naval Staff



Philip Jones

Admiral Sir Philip Jones KCB ADC
First Sea Lord and Chief of Naval Staff

Images of trenches and barbed wire are an indelible part of our collective national memory, but the First World War also reached far beyond the Western Front. At sea, it stretched from the Battle of Jutland in the North Sea to the twin battles of Coronel and the Falklands in the South East Pacific and the South Atlantic Oceans, while to the east it spilled onto the beaches and cliffs of the Gallipoli Peninsula in Turkey. The lighting of Beacons will be an opportunity for families and communities around the country and overseas to remember their individual connections to these global events, and the many personal examples of courage and sacrifice.

As these Centenary commemorations draw to a close, the memory of those who fought in the First World War must never be extinguished. We must continue to learn the hard won lessons of this terrible war, because today, as was the case a century ago, our own national wellbeing is indivisible from the cause of peace and security in the wider world.



The Royal Naval Association is proud to be associated with 'Battle's Over - A Nation's Tribute'

With over 16,000 members across 300+ branches in the UK and overseas, we are a family of current and former Naval Service personnel, relatives and supporters of our country's Royal Navy.

Whether we are catching up with friends at our regular social events; fundraising; advising on welfare and employment matters, or just providing an arm around the shoulder, our natural willingness to help others stems from the tradition and camaraderie that only Naval Service life can instil. Everything we do is inextricably linked to our core values:

Unity

Shared backgrounds and equality in rank. We share the same bonds, the same mindset, and even the same language (jackspeak!). We are all equal. We are the heart and soul of the RNA.

Loyalty

To each other and our dependants. We will always support and look out for each other. Our loyalty is to all our shipmates, our local communities, the personnel and dependants of the Naval Service, along with other charities or organisations with naval connections.

Patriotism

We are proud to serve and proud to represent our country and the Naval Service. Our pride in serving our country never leaves us. Nor do we forget those who have fallen for our country or who fight now. We are deeply honoured to represent them on both a national and international level.

Comradeship

Friends in fun, fellowship and need. Your shipmates will always be here for you, whether it's about a job, ideas for a fun day out or just an arm around the shoulder. We will never leave you or your dependants in despair.

The Royal Naval Association has lots of great things going on:

- Project Semaphore to bring digitally isolated naval veterans online.
- Befriending naval veterans who need an arm around the shoulder.
- 3 minibuses fitted with wheelchair hoist for socially isolated veterans.
- Support for those leaving the Royal Navy - the Shipmates and Oppos programme.
- We support and lead the Conference of Naval Associations, a group of 70 like-minded naval associations, bringing great benefits and working together. www.cona.org.uk/
- Most importantly we have fun together with our regular meetings and organised events - such as our annual reunion and Conference and the Remembrance Sunday march at the Cenotaph.

The RNA has been involved with many aspects of commemoration of the First World War.

- Our National Standard led the parade at the National Event at Lyness cemetery on the Orkneys for the Battle of Jutland, our members have been part of many events.
- We have lent the Chapel door of HMS WARSPITE to the National Museum of the Royal Navy - for their Jutland Exhibition running in Portsmouth from 2016 to 2020.
- We are the lead sponsor with the Woodland Trust in the establishment of the Jutland Wood as part of their WW1 Centenary Wood Project. The wood will consist of 6,094 trees - reflecting the number of Royal Navy sailors who lost their lives on that day in May 1916. The RNA has sponsored two of the large specimen trees in the main avenue, and hope to have members at the planning at Langley Vale Epsom in the Winter of 2017.

www.royal-naval-association.co.uk

RNA Central Office, Room 209, Semaphore Tower,
HM Naval Base, Portsmouth, PO1 3LT

admin@royalnavalassoc.com
02392723747

You can donate to the RNA at:
www.royalnavalassoc.com/about-us/help-us/



ROYAL NAVAL ASSOCIATION

Message from General Sir Nicholas Patrick Carter KCB CBE DSO ADC Gen Chief of the General Staff

The Beacons of Light Tribute is a poignant reminder of the darkness brought by war so evocatively captured in Sir Edward Grey's quote from 1914.

"As the lights go out and the beacons are lit it is timely to reflect on what we might learn from our forefathers' experiences. We owe it to those who have gone before us to help the younger generation, further removed by time from war, to see beyond the mud and the blood and the casualties. We might learn about national resilience and community spirit, and in being prepared to fight the war we might have to fight, there is a much better chance of deterring that war from ever happening."



Nick Carter.

General Sir Nicholas Patrick Carter
KCB CBE DSO ADC Gen

Chief of the General Staff



ARMY



ABF The Soldiers' Charity is the National Charity of the British Army. Originally established as the Army Benevolent Fund in 1944, we provide a lifetime of support to soldiers, veterans and their immediate families in times of need.

How we help

We give financial assistance to individuals as well as make grants to a large number of specialist charities and partner organisations such as Combat Stress, SSAFA and the NSPCC, which provide support on our collective behalf.

The scope of our work is huge; from providing funding for specialist medical equipment for the 6-month old child of a serving soldier, to assisting with the care home fees of a 105-year-old veteran, our work touches the lives of around 80,000 people each year, sustaining the British Army 'family' both at home and around the world. We are The Soldiers' Charity: 'For Soldiers - For Life'.

How you can help

From abseils, skydives and 24-hour hikes across the Scottish wilderness, to cake sales, big curries and cycling challenges, there are many ways for you to get involved and support our work. However you choose to support us, your contribution will go a long way to making a difference to the lives of serving and veteran Army personnel, and their families.

We don't receive any statutory government funding, so we rely on the generosity of our supporters to ensure we can continue to be here, supporting the men and women of the British Army.



The Army's National Charity

For more information on The Soldiers' Charity or to make a donation, visit www.soldierscharity.org or email info@soldierscharity.org



facebook.com/soldierscharity



[@soldierscharity](https://twitter.com/soldierscharity)



instagram.com/soldierscharity

ABF The Soldiers' Charity is a registered charity in England and Wales (1146420) and Scotland (039189). Registered as a company limited by guarantee in England and Wales (07974609).

Registered Office: Mountbatten House,
12 Elizabeth Street, London SW1W 9RH

Message from the Air Chief Marshal Sir Stephen Hillier
KCB CBE DFC ADC MA RAF
Chief of the Air Staff



This Tribute will be supported across the length of the UK and the breadth of her overseas territories.

All of these communities made significant sacrifices in the seas, fields and skies during World War I, and this act provides the perfect opportunity to commemorate those hardships. And yet, the return of these beacons of light to the darkness reminds us of the hope which carried the Nation and her citizens through. That message of hope and inspiration is particularly apt in the centenary year of the birth of the RAF as the world's first independent air force, and I welcome the opportunity to reflect on both the grave losses and the incredible achievements which occurred during those dark years.

Air Chief Marshal
Sir Stephen Hillier
KCB CBE DFC ADC MA RAF
Chief of the Air Staff



THE HEART OF THE RAF FAMILY SINCE 1919



**Royal Air Force
Benevolent Fund**
THE HEART OF THE RAF FAMILY

Since our foundation in 1919, the RAF Benevolent Fund has been there, through thick and thin, supporting the RAF family.

Our principal activities are to provide assistance to the RAF family when they are in need, maintain and preserve the RAF Memorial in London on behalf of the nation, support the morale and wellbeing of the serving RAF and be responsible for the Bomber Command Memorial in central London.

HOW WE HELP

We routinely help over 41,000 individuals every year, by providing a range of support aimed at serving and former RAF personnel. We also support members of the Air Cadet Organisation, including members of the Combined Cadet Force RAF component, if they are injured whilst on duty.

They include welfare breaks for families and veterans, grants to help with getting about inside and outside the home, specialist advice on benefits and care services, individual grants for RAF Stations and Station personnel and support for young people through our Airplay programme.

By working with others, we ensure that members of the RAF family get the right support, when it's needed. Last year we gave over £1m in external grants to over 50 charities and organisations including RAFA, SSAFA and the Royal British Legion.

HOW YOU CAN HELP

There are lots of ways you can get involved with the RAF Benevolent Fund and we always welcome your support.

And don't forget whatever you do, no matter how small, will go a long way in helping us make a difference to the lives of RAF personnel, past and present, and their families. From cake sales to fun runs, cycling challenges to dinners, your support matters.

We receive no regular government funding, so we rely entirely on people like you to continue our work supporting the men, women and children of the RAF family whenever they are in need.

For more information on the RAF Benevolent Fund or to make a donation, visit www.rafbf.org, or email info@rafbf.org.uk.



Message from Captain John Sail - National Chairman, The Merchant Navy Association



'Battle's Over' offers a wonderful opportunity to both record and remember what was endured and forgiven but not forgotten.

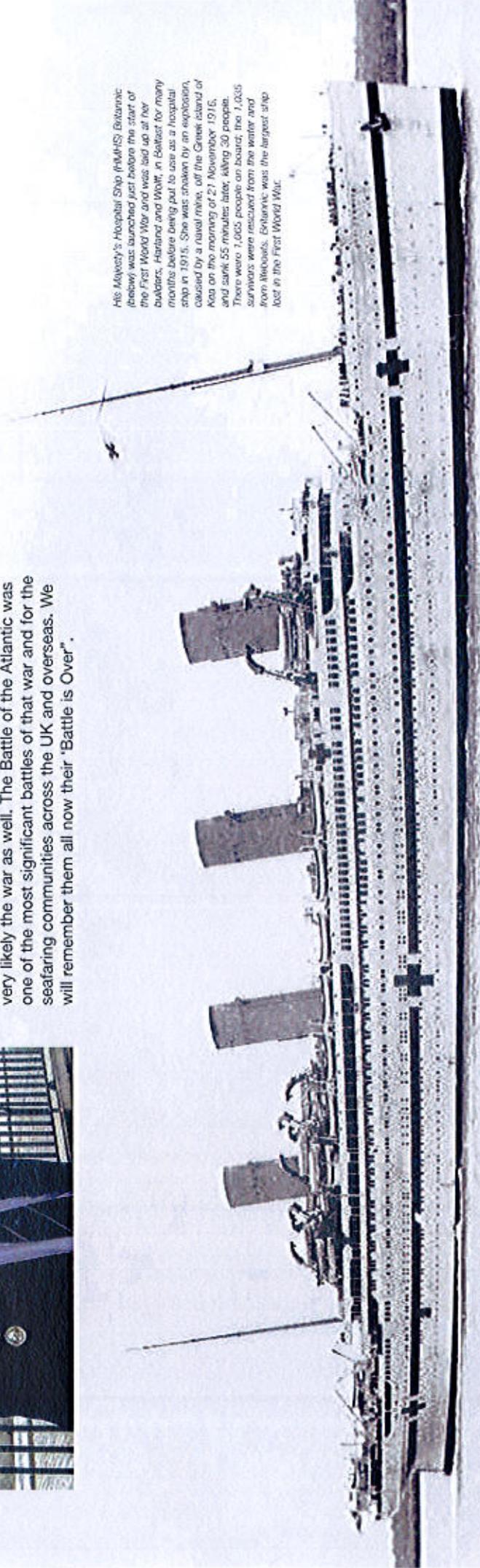
During the First World War attacks on merchant ships began slowly as the enemy sought to blockade Great Britain. In 1914 and 1915 a total of 342 ships and nearly 2,500 men, women and boys lost their lives with more being injured. During 1916 alone 396 ships and 1,217 seafarers lost their lives and if it were not for the introduction of the Convoy System, in 1917, many more merchant ships and their crews would have been lost and very likely the war as well. The Battle of the Atlantic was one of the most significant battles of that war and for the seafaring communities across the UK and overseas. We will remember them all now their 'Battle is Over'.

John Sail

Capt J M R Sail MNM MNI
MNA National Chairman



His Majesty's Hospital Ship (HMHS) *Baltic* (below) was launched just before the start of the First World War and was laid up at her builders, Harland and Wolff, in Belfast for many months before being put to use as a hospital ship in 1915. She was stricken by an explosion, caused by a naval mine, off the Greek island of Koo on the morning of 27 November 1915, and sank 55 minutes later, killing 30 people. There were 1,005 people on board; the 1,035 survivors were rescued from the water and from *Wabcoals*. *Baltic* was the largest ship lost in the First World War.





The Merchant Navy Association

from ship to shore, from past to present

The merchant marine, as it was termed in those times, played a significant and often critical role throughout the First World War...much the same as it would two decades later. In both world wars merchant seafarers and fishermen fought the enemy, the weather and the seas to keep the nation and the Armed Services supplied and able to defend themselves. Their way of life and conditions of service were austere with seafarers often not returning home for over two years, some having been sunk, survived and transferred to other ships to maintain those lines of support.

During the First World War attacks on merchant and fishing vessels began quite slowly but increased significantly as the enemy sought to blockade Great Britain. In 1914 and 1915 a total of 342 merchant vessels were lost to enemy action with 2,471 men, women and boys losing their lives. During 1916 there were 396 ships and 1,217 seamen killed. In the following year, 1917, the losses were so severe that the ships being built could not match the number of ships being lost in action with six ships a day being sunk on some days. The loss of life was increasing significantly. It was so severe that if the rate of losses of ships and men had continued the war would have been lost. No food, no fuel, no wood, no arms and ammunition especially some of the 91 million shells that were eventually produced and transferred by sea. In that year 1,197 ships were sunk through enemy action and 6,408 seamen were lost at sea with their ships...their only grave the sea. The losses had to be decreased and this was achieved by the introduction of the Convoy System in 1917. In 1918 the impact of the actions in the previous year were clearly evident with 544 ships and 4,122 seamen lost.

The total recorded losses for the First World War were 2,479 ships and 14,287 seamen plus 675 vessels of the fishing fleet and 434 seamen. There were many more seafarers who died ashore and were not commemorated. They had to die at sea to be commemorated even when they were hospitalised because of their wounds. They were also off pay when their ships were sunk. They actually had to die at sea to be commemorated.

The men, women and boys who were lost at sea during the First World War included lads such as Redan Sydney Jeffries (aged 13) of Lowestoft, presumed drowned on 24th October 1917. Redan was a Cook aboard the fishing vessel Vanguard. More than twenty-nine Boy seamen aged only 14 lost their lives for their King and Country. At the other end of the scale were men long overdue for retirement who insisted on "doing their bit" and who paid the ultimate sacrifice. Men such as A.B. Patrick Casey, aged 73, killed when the S.S. Dotterel was sunk by a mine off the French coast on 29th November 1915....they were the forgotten heroes, their lines of support were never broken.

Capt J M R Sail MNM MNI, MNA National Chairman

Please donate what you can, when you can, as often as you can. Small donations will make a big difference.

Contact www.mna.org.uk and access the DONATE button.

Battle's Over - A Nation's Tribute to WWI Beacons of Light

Chosen Charities

Please give generously to one or more of our four chosen charities for this unique, historic tribute to the many that either died or returned home dreadfully wounded defending our freedom during the four dark years of World War I.



**ROYAL NAVAL
ASSOCIATION**

Please donate at:

www.royal-naval-association.co.uk/about-us/help-us/



**Royal Air Force
Benevolent Fund**
THE HEART OF THE RAF FAMILY

Please donate at:

www.rafbf.org/ways-to-give



The Army's National Charity

Please donate at:

www.soldierscharity.org/battlesover/



The Merchant Navy Association

Please donate at:

www.merchantnavyfund.org



Internal Committee 3rd April 2018

Safeguarding
Agenda Item 14

I have attached a "bite-size" guide from a county council regarding safeguarding and the principles involved. This applies to all councils who have regular contact with the public (specifically the young and vulnerable) and TTC should undertake the necessary training as well as formulating a policy to follow based on templates from other councils.

Cllr Knowles has provided the following links for suitable template policies:

<http://www.kimboltonandstonely-pc.gov.uk/Core/Kimbolton-Stonely-Parish-Council/UserFiles/Files/Safeguarding%20Policy.doc>

<http://www.smardenparishcouncil.org.uk/community/smarden-parish-council-13580/safeguarding/>

ABC will fund safeguarding training and there are 3 levels although our staff will perhaps only require the first or second levels.

Proposal: That all staff should undertake the necessary training and a policy should be derived from the templates and published on our website



Town Clerk

Impact on Crime and Disorder	:	None
Impact on Bio-diversity	:	None
Budgetary Impact	:	None



Bloxham Parish Council
Safeguarding Policy 2017/2018

SECTION 1

Introduction

Everyone has a duty to safeguard children, young people and vulnerable adults.

This policy promotes good practice in safeguarding for those using Parish Council facilities.

The Parish Council will review it annually.

Definitions

Children and young people:

Anyone under the age of 18 years

Vulnerable Adult:

Anyone over 18 who is:

- Unable to care for themselves
- Unable to protect themselves from significant harm or exploitation
- Or may be in need of community care services

To whom this policy applies

This policy applies to anyone working for or on behalf of the Parish Council whether in a paid, voluntary or commissioned capacity, for example contracted to do a piece of work.

It also applies to any individual hiring, leasing or using the Parish Council facilities for the purpose of delivering any service to children, young people or vulnerable adults.

SECTION 2

Promoting a safe environment

In order to promote a safe environment for children, young people and vulnerable adults, the Parish Council will:

- Provide safe facilities and do regular safety assessments.
- Ensure that employees, councillors and leaders of activities in parish facilities, are aware of the safeguarding expectations.
- Ensure that the Policy for users of parish facilities includes a requirement that they are safe to work with children, young people and vulnerable adults.

Adopted: October 2017

For example, those adults who have regular unsupervised contact with children, young people or vulnerable adults during the course of their duties should undergo appropriate Disclosure and Barring Service checks.

- Display on notice boards the relevant safeguarding contacts for advice and help. See below.

Hiring of facilities to groups for use with children, young people or vulnerable adults

Parish Council will require the hirer to:

- Have public liability insurance.
- Have a suitable safeguarding children, young people and vulnerable adults policy and/or agree to work to the Parish Council's policy and relevant guidance.
- Ensure leaders make their members aware of the Parish Council Policy and ensure that it is followed whilst using parish facilities.
- Ensure leaders have valid enhanced DBS checks as appropriate and know where the first aid box is.
- Do risk assessments for individual activities.

SECTION 3

Safe working practice

All users of Parish Facilities must follow the safeguarding children, young people and vulnerable adults policy and procedures at all times. For example they should:

- Never leave children, young people or vulnerable adults unattended with adults who have not been subject to a Disclosure and Barring Service (DBS) check.
- Plan activities to involve more than one person being present or at least in sight or hearing of others. Alternatively, record, or inform others of their whereabouts and intended action.
- Where possible, have male and female leaders working with a mixed group.
- Ensure registers are complete and attendees are marked in and signed out (under 8's must be collected by a parent/carer).
- Ensure that photos or videos of individuals are not taken without written permission from parents/ carers.

Adopted: October 2017

- Ensure they have access to a first aid kit and telephone and know fire procedures.
- Ensure that where a child, young person or vulnerable adult needs assistance with toilet trips and when first aid is required, that this is carried out in pairs or in the latter case, that it is carried out where they can be seen.
- When working outside, ensure activities, breaks and clothing are suitable for the weather conditions and that shelter is available where possible.

Expectations of behaviour

All users of Parish Facilities should:

- Ensure that communications, behaviour and interaction with users should be appropriate and professional.
- Treat each other with respect and show consideration for other groups using the facilities.
- Refrain from any behaviour that involves racism, sexism and bullying and in addition to report any instances of such behaviour to group leaders, parish councillors, the parish clerk or parents and carers, as appropriate.

SECTION 4

Allegations against staff and volunteers

- All staff and volunteers should take care not to place themselves in a vulnerable position with a child or vulnerable adult. It is advisable for interviews or work with individual children or parents to be conducted in view of other adults.
- If an allegation is made against a member of staff or volunteer, the person receiving the allegation will immediately inform the lead person/ supervisor or the most senior staff member available.
- If the allegation made to a member of staff concerns the lead person/ supervisor the recipient of the allegation will immediately inform the person's line manager or the Chair of the Parish Council.
- The Parish council should follow the OSCB procedures for managing allegations against staff/volunteers on the OSCB website. No attempt should be made to investigate or take action before consultation with the Local Authority Designated Officer (LADO). See contact details below.

Whistleblowing

Adopted: October 2017

All staff and volunteers should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice will be sought from the LADO or Safeguarding Team.

What should be a cause for concern

Staff and volunteers should be concerned by any action or inaction, which significantly harms the physical and/or emotional development of a child. Abuse falls into four main categories and can include child sexual exploitation and female genital mutilation:

1. Physical Abuse
2. Emotional Abuse
3. Sexual Abuse
4. Neglect

All staff and volunteers coming in to contact with children need to have an awareness of safeguarding. Free introductory online training or more specific face to face safeguarding training can be booked at: www.oscb.org.uk

All agencies working with children are recommended to follow the multi-agency procedures at: www.oscb.org.uk.



Useful Safeguarding Contact Details

Contact	Email	Telephone
Multi-Agency Safeguarding Hub (MASH) To report a concern of abuse or neglect call the MASH Team	mash-childrens@oxfordshire.gcsx.gov.uk	0845 0507666

Contact	Email	Telephone
Local Authority Designated Officer To report an allegation against a person in a position of trust	LADO.safeguardingchildren@oxfordshire.gov.uk	01865 810603

Oxfordshire Safeguarding Children Board (OSCB) –

For general safeguarding issues and training please contact the OSCB team.

Contact	Email	Telephone
OSCB	OSCB@oxfordshire.gov.uk	01865 815843
Website: www.oscb.org.uk		

How to make a safeguarding children and young people alert/referral

If you wish to report an incidence of abuse or neglect, please contact the Multi Agency Referral Unit on: **0300 123 1116**.

Outside normal working hours there is an out of hours service available to ensure that urgent situations are responded to appropriately. The out of hours service runs from Monday to Thursday 5.15pm (4.45pm on Fridays) until 8:45am weekdays and for 24 hours on Saturdays and Sundays and can be contacted by phoning **0300 1234 100**

How to make a safeguarding adults alert/referral

In Cornwall and the Isles of Scilly a safeguarding adults referral is called a safeguarding adults alert.

To make a safeguarding adults alert in Cornwall you need to contact the Access Team within Education, Health and Social Care on **0300 1234 131**.

Your call will be put through to the Access Team. They will listen to what you have to say and will ask you questions so they fully understand the concerns you are raising.

When the offices are closed you can call 01208 251 300 for emergencies only.

Where can I get more information?

Your Council has been provided with a Toolkit which contains all of the essential information. Along with the toolkit there is a model safeguarding policy which your Council can adapt and use. These are also available at

www.cornwall.gov.uk/parishtowncouncils

Other Useful websites

Cornwall & Isles of Scilly Local Safeguarding Children Board

www.safechildren-cios.co.uk

Safeguarding Adult Board website

www.cornwall.gov.uk/safeguardingadults

South West Child Protection and Safeguarding Procedures

www.swcpp.org.uk

If you want help or advice on how to produce information in alternative formats or interpreter services please phone **01872 322594** or email equality@cornwall.gov.uk

Safeguarding for Town & parish councils

A bitesize guide

What is safeguarding?

Everybody has the right to be safe no matter who they are or what their circumstances.

Safeguarding is about protecting children, young people and vulnerable adults from abuse or neglect.

We are **all** responsible for the safety and welfare of children, young people and vulnerable adults. We must ensure that we are doing all we can to protect the most vulnerable members of our society.

What's it got to do with my Council?

Every Town and Parish Council has a statutory duty to ensure the safety and welfare of children, young people and vulnerable adults.

The safeguarding agenda reaches across all of the services of Town and Parish Councils and in a variety of ways.

It applies to every organisation and individual (including volunteers, partners and contractors) that are involved in the work that we do.

This could be for example, in looking after a play-space, running the village hall, providing a village event, and community and volunteer schemes.

Other reasons why safeguarding is a priority for Town and Parish Councils:

- Delegated or devolution of services from Cornwall Council require commitment and arrangements for safeguarding;
- Adequate safeguarding policy & procedures are required by many grant giving bodies;
- There is a strong public expectation on public bodies to have effective and robust safeguarding arrangements in place;
- It's an essential part of risk assessment element of annual audits; and
- A Safeguarding policy is about protecting you too. It will provide Councillors and officers with advice and information to help ensure you don't put yourselves in situations where false allegations could be made against you.

What are the key things I need to know?

- Keeping children, young people and vulnerable adults safe is everybody's responsibility;
- You must never keep concerns about safety, abuse or neglect to yourself;
- It is not your responsibility to investigate concerns but you should tell an appropriate professional about it;
- If you have significant concerns for someone's immediate safety you should call 999; and
- By law, individuals up to the age of 18 are considered to be children.

Cornwall Council has published a toolkit to help Town and Parish Councils review of their existing safeguarding arrangements, or put them into place for the first time.

The toolkit is about why safeguarding is important to your Council and it provides some background on the nature of abuse and what safeguarding is about. It then suggests a simple process for your Council to develop and adopt its approach to safeguarding.

Internal Committee 3rd April 2018

Mayoral Selection

Agenda Item 15

Cllr Hickmott has requested that the mayoral selection should be based more on seniority than it at present.

This issue was considered by the committee structure sub-committee in February of last year and the following decision was reached:

4. Mayoral Role. No additional criteria would be applied to mayoral candidates such as length of service. A democratic vote to elect the mayor and deputy would be taken as now.

(Councillors should note that the legal position states that the decision must be made by councillors and there is no basis for public involvement).

Proposal: Council should decide whether to review the current selection process



Town Clerk

Impact on Crime and Disorder	:	None
Impact on Bio-diversity	:	None
Budgetary Impact	:	None