



Tiverton Town Council

Town Hall, St Andrew Street, Tiverton, Devon EX16 6PG

Town Clerk: J.F. Vanderwolfe Chartered MCIPD

Email: townclerk@tivertontowncouncil.gov.uk

Phone: 01884 253404 Fax: 01884 258550

Minutes of the Civic & Ceremonial Committee Meeting held in the Council Chamber of the Town Hall on Monday 31st July 2017 commencing at 5.30pm

Present: Cllr J Rendle (Chairman), W Burke, S Flaws, G Luxton, L Cruwys, A Bush, C Slade, S Griggs, C Harrower.

In attendance: Town Clerk (J Vanderwolfe) and A Burnett (Town Beadle), Archie McIntyre (Chair of Tiverton RBL), Julie Hubbard Clerical assistant.

The Chair addressed the committee to request that all observe a minute's silence in memory of all who lost their lives in W.W.1. Passchendaele campaign.

105	Apologies Apologies were received from Cllr's A Berry, J Jordan, Clarissa Slade, T Lindus. Resolved to accept all apologies. Received one objection for T Lindus from Cllr S Flaws.
106	Declaration of Interest There were no Declarations of Interest made at this stage of the meeting.
107	Minutes The minutes of the meeting held on the 22 nd May 2017 were adopted as a true record; and were signed by the chairman.
108	Matters Arising There were no matters arising
109	Democratic Period No items
110	Sage VC Event The Clerk informed the committee that he had received apologies from Warrant Officer Eliot Drake from the Rifles who had been unable to attend due to an unexpected family commitment. However W.O. Drake had provided a list of all who would attend the Sage ceremony from the Rifles these would be an Honour Guard of six personnel along with a bugler. The Lord Lieutenant would not be attending. W.O Drake asked if there would be a microphone for the ceremony. Clerk said that the New Hall had a portable microphone that could be utilised. Cllr Slade confirmed that this was used in a previous ceremony and had proven to be more than adequate.

	<p>The Clerk had also received an email from local historian Mr Mike Sampson who confirmed that he would be happy to give a talk on Sage at the Town Hall during the reception. It was resolved to commence the official ceremony at 12 noon and to hold a reception in the Mayoralty room afterwards offering guests a light lunch. The clerical assistant had informed the committee that Sergeant Sanders who had been invited to attend the meeting but who was unable to attend due to the cadet unit commitments had made a couple of suggestions to put to the committee. The first was to invite Lieutenant Colonel Pentreath to attend the ceremony and the second to invite a current VC holder Johnson Beharry to unveil the commemorative stone. The committee resolved to invite Lt. Col. Pentreath but felt that a member of Sage's family should perform the unveiling. Clerical assistant informed the committee that she had been in contact with Mr Patrick Sage who was Thomas's grandson and that he was keen to be involved even offering to loan a set of replica medals of Thomas Sage to the council for public display. All thought Mr P Sage should be invited to perform this ceremony.</p> <p>Cllr Harrower felt that all family members should be invited; clerical assistant informed that all had been contacted and would be sent an invitation. Clerical assistant also informed the group that she had been in contact with the Royal British Legion at County level and that she had received confirmation of the attendance to the ceremony of a county representative. Steve Keane from the Devon and Dorset regiment had also been contacted and had expressed an interest in attending.</p> <p>Cllr Harrower suggested inviting Heathcoat School to display their portable W.W.1 garden entry for Tiverton in Bloom at the Mayoralty room as a fitting tribute. All agreed to this however the Clerk raised the point that this may not be possible due to school curriculum.</p> <p>Archie McIntyre suggested inviting Col. Kim Frets from South Molton to attend, who had commanded the Devonshire Regiment. He would liaise with the office with the contact details.</p> <p>The Clerk read a schedule to the committee used for a previous VC ceremony in Cornwall, the group agreed to use this as a template for Sage's ceremony. The committee were keen to have an individual or a group to perform a poetry reading at the reception. Cllr Slade wanted to include Blundell's School and in particular their Cadet unit. It was resolved to invite them.</p> <p>The Clerk informed the committee that W.O. Drake had not indicated that a military Chaplain would be present, it was resolved to contact the Royal Army Chaplain Service, the office would do this. The Beadle requested that the grass be cut around the headstone of Sage before the ceremony. Cllr Slade said that he would liaise with MDDC's Joe Scully regarding this.</p> <p>Cllr Slade raised the issue of Thomas's missing VC and suggested that Lord Ashton who had a large collection of VC's might be contacted.</p> <p>The Clerk informed the committee that because the ceremony fell on a weekday the inclusion of a military band was not possible however Archie McIntyre offered to perform with bagpipes. The committee accepted his offer. It was resolved to have the Mayor along with his Mace Bearers and Beadle at the ceremony and the</p>
--	---

	Mayor's cadet Toby Place.
111	<p>Perambulation of the Leat update</p> <p>Bailiff of the Hundred Cllr S Flaws gave the committee an update on the developments of plans for this event.</p> <p>He then read out the disclaimer that the Clerk had drafted. The committee resolved to accept this disclaimer with no amendments.</p> <p>Town Clerk informed the committee that the police would not act as road marshals for this event as in previous years. Cllr's Slade and Burke both advised to go higher to try to secure their assistance.</p> <p>Cllr Rendle agreed to contact Jane Alfred-Mole.</p> <p>She also agreed to contact the local Rotary Clubs to try to secure volunteer road marshals/stewards.</p> <p>It was agreed to have an alert vehicle travelling ahead of the procession to alert motorists to the walkers in the road along the Chettiscombe to Hone wood section.</p> <p>Cllr Griggs agreed for a window display promoting the event in the CreaTiv Hub window if the office would supply the material.</p>
112	<p>Items for the next meeting</p> <p>Mayor's Board</p> <p>Mayor's shield</p> <p>Mayor's Choosing Protocol</p>
113	<p>Next Meeting</p> <p>Monday 9th October 2017 at 5.30pm.</p>

Signed -----

Date