



# REMEMBRANCE SERVICE

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BUSINESS & COMMUNITY COMMITTEE

PAPER D

10 SEPTEMBER 2025

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## 1) BACKGROUND

Ventnor Town Council, in partnership with the Royal British Legion and St Catherine's Church, has successfully delivered Remembrance Sunday services in previous years. The same collaborative approach is being taken for the 2025 service. An initial planning meeting was held on 27th September attended by Shelley Scothorne (Clerk), Councillor Steph Toogood, Catherine Hammond (Business and Voluntary Sector Officer), Jo Nicholson (Vicar), Will Nixon, and a representative from Ventnor Royal British Legion.

## 2) PURPOSE

This paper provides an update on the planning for the Remembrance Sunday Service and invites members to review and discuss the proposed arrangements.

Detailed planning notes are attached for reference.

## 3) RECOMMENDATION

Members are recommended to:

- a) Note the proposed plans for the Remembrance Sunday Service on 9 November 2025
- b) Support continued coordination with partner organisations to ensure a respectful and inclusive event

## **Remembrance Day Planning**

### **Overview**

- Afternoon service scheduled to allow for morning events and dignitary travel.
- Programme deadline: Mid-October.

### **Key Arrangements for services**

- Church Services: 11:00 AM (standard), 2:00 PM (Remembrance)
- Cenotaph service at 3pm
- Readings: Mayor Cllr Steve Cooper (James 3:7–18 or John 14:27)
- Poem: Read by Chloe (former cadet) or another young person
- Music: Tri-Service hymn, organist TBC, hymns on screen
- Prayers: Nicola Pinnock (TBC)

### **Parade & Access**

- Awaiting IWC update on Belgrave Road pedestrian access
- Alternative route guidance in place
- Pause at Byrnhill Grove Care Home requested

### **RBL Wreaths and Poppy distribution**

- Organised by Kevin Basham (RBL Ventnor HQ)
- Historical list of wreaths from previous years available
- Deadline for new orders was 29/08/2025 - VTC supported via social media
- Poppies to be delivered to residents at Byrnhill Grove

### **Grounds & Safety**

- Cenotaph names to be polished (structure untouched)
- Fire Brigade to be contacted for tree maintenance
- Volunteers to assist with crowd guidance
- First Aid volunteer(s) required
- Briefing pack in development

### **Communications**

- Led by Catherine Hammond & Shelley Scothorne
- Channels: Website, social media, church newsletter
- Key messages: timings, wreaths, route info
- Weekly church newsletter deadline: Wednesday

### **Media & Awareness**

- South Wight Chronicle and other local press to be contacted
- Engagement led by Catherine Hammond & Cllr Steph Toogood

### **Community Engagement**

- The community is being asked to make knitted/crocheted poppies for cenotaph decoration
- VTC to coordinate sessions at Library and Wellbeing Café and MacNaughton-Howe Festival

- Promotion via South Wight Chronicle and social media

### **Recent Updates**

- St Catherine's Church: Revd. Nicola and Adrian Pinnock added to planning group
- MacNaughton-Howe Festival: Supporting handmade poppy initiative

### **Next Steps**

- **Alison Killick to arrange a meeting in the next couple of weeks to include Nicola and Adrian Pinnock.**
- Finalise programme (mid October) and select poem reader
- Confirm parade route with IWC
- Coordinate volunteers and recruit first aid volunteers and communications
- Continue community engagement in poppy making and media engagement