

**Policy and Resources Committee  
Monday 2 December 2024**

PART I

**Wreath Laying Protocol  
(ADLD)**

**1 Summary**

- 1.1 At its meeting on 11 September 2023, the Policy and Resources Committee agreed the adoption of a revised Wreath Laying Protocol, which set out the arrangements by which councillors may lay wreaths for Remembrance [Armistice] Day services.
- 1.2 The protocol was agreed subject to amendments around the dates and venues at which councillors may lay wreaths being agreed following the meeting. Records do not show that these posit-meeting changes were agreed.
- 1.3 Following the recent 2024 Remembrance Day services, including the council being represented at the Oxhey Jets FC Remembrance Match, it has been requested that the protocol be updated to reflect this specific event given its profile and the fact that a representative of Three Rivers District Council, usually through the Chair of the Council, is in attendance every year.
- 1.4 With the 2023 committee resolutions needing adopting and the introduction of the Oxhey Jets FC football match, a revised protocol is presented to committee for adoption.

**2 Details**

- 2.1 The current protocol, last agreed by the Policy and Resources Committee on 11 September 2023, can be found on the council's website<sup>1</sup>.
- 2.2 As outlined in the summary of this report, the proposed changes relate to the following:
- **Paragraphs 2.1 and 2.3:** The adaptation of the protocol to provide members with flexibility on the time and place at which a wreath may be laid, as agreed by the Policy and Resources Committee on 11 September 2023
  - **Paragraph 4.1:** The specific mention of the Oxhey Jets FC Remembrance [Poppy] football match
  - **Throughout:** Clarifications of the role of the Chair, other members, rulings on the protocol, and tidying up of spelling mistakes.
- 2.3 Other services attended by members laying wreaths will continue to be captured in the annual schedule of wreath-laying which is circulated to members. The protocol is the overview of remembrance arrangements rather than the detailed schedule of events.

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<sup>1</sup> <https://moderngov.threerivers.gov.uk/ieListDocuments.aspx?CId=1140&MIId=1436>

2.4 Members are reminded that the protocol requires members to come to an agreement with their ward colleagues on who will lay wreaths and when; with some wards already having adopted a yearly rotation to this effect.

### **3 Options and Reasons for Recommendations**

3.1 To agree the updated Wreath Laying Protocol at appendix 1.

### **4 Policy/Budget Reference and Implications**

4.1 The recommendations in this report are within the Council's agreed policy and budgets.

### **5 Financial Implications**

5.1 There are no financial implications arising from the recommendation(s) of this report.

### **6 Legal Implications**

6.1 There are no legal implications arising from the recommendation(s) of this report.

### **7 Equal Opportunities, Staffing, Environmental, Community safety, Public Health Implications.**

7.1 There are no such implications arising from the recommendation(s) of this report.

### **8 Customer Services Centre, Communications & Website Implications**

8.1 Details of services held within the district will be provided to the Customer Services Centre and published on the council's website<sup>2</sup>.

### **9 Risk and Health & Safety Implications**

9.1 The Council has agreed its risk management strategy which can be found on the council's website: [threerivers.gov.uk](https://www.threerivers.gov.uk). In addition, the risks of the proposals in the report have also been assessed against the Council's duties under Health and Safety legislation relating to employees, visitors and persons affected by our operations.

### **10 Recommendation(s)**

10.1 To agree the revised Wreath Laying Protocol at Appendix 1.

#### **Report prepared by:**

Josh Sills, Head of Customer Experience; and

Matthew Stickley, Interim Group Manager - Democratic and Electoral Services

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<sup>2</sup> 2024 webpage: <https://www.threerivers.gov.uk/news/remembrance-services-three-rivers-2024>

## **Data Quality**

### Data sources:

Wreath Laying Protocol (current)

Committee meeting records

### Data checked by:

Matthew Stickley, Interim Group Manager - Democratic and Electoral Services

### Data rating:

<b>1</b>	<b>Poor</b>	
<b>2</b>	<b>Sufficient</b>	<b>X</b>
<b>3</b>	<b>High</b>	

## **Background Papers**

None

## **Appendices**

Appendix 1: Draft Wreath Laying Protocol – November 2024