

Three Rivers District Council

Wreath- Laying Protocol

December 2024

Remembrance Day Wreath-Laying Protocol

1. Introduction

- 1.1. On Remembrance Sunday, 11 November (Remembrance Day), and the surrounding days, several local places of worship and other organisations invite Three Rivers District Council to nominate a representative to lay a wreath on behalf of the council.
- 1.2. There is no perfect formula for deciding who will lay the wreaths although party politics is not to be an issue in this matter.
- 1.3. Where a matter within this protocol is the subject of disagreement or requires confirmation, it shall be determined by the Chief Executive (or, in their absence, the Monitoring Officer), whose ruling shall be final.

2. Protocol Scope and Application

- 2.1. Wreaths can only be laid on Remembrance [Armistice] Day (11 November) Remembrance Sunday (if this differs from Remembrance Day), on days relating to specific events listed within this protocol, or on nearby dates where a service is being held which has been notified to the authority in accordance with this protocol and agreed for inclusion in the wreath-laying schedule.
- 2.2. The Chair of the Council has the first choice of the place of worship, school or war memorial at which they wish to lay a wreath.
- 2.3. The ward councillors, regardless of religion, places of worship attended, or politics shall have the first choice on wreath-laying in their wards but can only lay wreaths in their own wards or at a nearby memorial where a suitable venue or service is not available in their ward.
- 2.4. In the event of more than one councillor in a ward wishing to undertake the wreath-laying, they must agree to resolve the matter between themselves or take it in turns to lay wreaths in different years.
- 2.5. Where the Chair of the Council (or the Vice Chair in their absence) is to lay a wreath both in a ward and representing the Council at another service, the remaining ward councillor(s) may also lay a wreath within that ward. Those remaining ward councillors shall agree amongst themselves which of them this will be in accordance with paragraph 2.4.
- 2.6. The only members who can lay wreaths outside their ward when representing the council, in order of precedence, are:
 - The Chair of the Council; or, if they are unavailable, the Vice-Chair of the Council
 - The Armed Forces Covenant Holder
 - The Leader of the Council; or, if they are unavailable, the Deputy Leader of the Council

- 2.7. By mid-October, the final wreath-laying schedule should be circulated to members by email. Those laying wreaths should be able to collect them at an appropriate meeting of the full Council, if held. If a suitable Council meeting is not available, wreaths will be made available for collection prior to committee meetings and on other dates to be confirmed by the Committee Team.

3. Order of Precedence

- 3.1. The Lord Lieutenant and/or Deputy Lieutenant shall take priority over the Chair in terms of wreath-laying.
- 3.2. The Armed Forces Covenant Holder may also lay a wreath on behalf of the Council on Remembrance Day or at a Remembrance service.

4. Specific Events

- 4.1. A wreath may only be laid at the Oxhey Jets FC Remembrance match (Poppy Match) by the positions listed above at 2.6.
- 4.2. A new location request to lay a wreath must be received to the Committee Team by 1 October for that year's services and the decision on whether to include it in the agreed schedule will be decided by the Chief Executive in consultation with the Armed Forces Covenant Holder.

