

Three Rivers District Council

Wreath Laying Protocol

Date August 2023

Remembrance Sunday and 11 November (Remembrance Day) Wreath Laying Protocol

1. On Remembrance Sunday and 11 November (Remembrance Day) several local places of worship and other organisations invite TRDC to nominate a representative to lay a wreath on behalf of the Council.
2. There is no perfect formula for deciding who will lay the wreaths although Party politics is not be an issue in this matter.
3. The following protocol is to apply:
 - 3.1 Wreaths can only be laid on Remembrance Sunday or 11 November (Remembrance Day)
 - 3.2 The Chair of the Council has the first choice of which place of worship, school or war memorial they wish to lay a wreath.
 - 3.3 The Ward Councillors, regardless of religion, places of worship attendance or politics get the first choice in their wards but can only lay wreaths in their own wards.
 - 3.4 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.
 - 3.5 The only people who can lay wreaths outside a Ward, in order of preference, are:
 - The Chair of Council;
 - Armed Forces Covenant Holder; or
 - Leader of the Council.
 - 3.6 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 the October meeting of the Full Council.
 - 3.7 The Lord Lieutenant and /or Deputy Lieutenant takes priority over the Chair in terms of wreath laying.
 - 3.8 The Armed Forces Covent Holder for the Council may also lay a wreath on behalf of the Council on Remembrance Day.
 - 3.9 A new location request to lay a wreath must be received to the Committee Team by 1 October and the decision on whether to include it in the agreed list will be decided by the Chief Executive in consultation with the Armed Forces Covenant Holder.

