

HEXHAM TOWN COUNCIL

I HEREBY GIVE NOTICE THAT a meeting of the Hexham Town Council Community Engagement Remembrance Day Sub-Committee will be held in the Council Office, St Andrew's Cemetery, West Road, Hexham on Wednesday 22 March 2017 at 6.30pm when the following items will be discussed:

A G E N D A

1. Apologies for absence.
2. To confirm minutes of the Hexham Town Council Community Engagement Remembrance Day Sub-Committee meeting held on 16 November 2016, enclosed.
3. Matters arising.
4. Councillors' declarations of interest (see memorandum enclosed).
5. Consider Remembrance Day 2017 timings (see attached draft).
6. To agree a date and time for the next meeting.
7. Any urgent matters at the Chairman of the meeting's discretion (*matters to be raised under this item should be written out (if possible) and handed to the Chairman of the meeting or the Clerk before the meeting begins*).

Jane Kevan
Clerk Designate
16 March 2017

Hexham Town Council
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St Andrew's Cemetery
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Hexham
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Hagenda0317CERemembrance

HEXHAM TOWN COUNCIL
MINUTES OF THE TOWN COUNCIL COMMUNITY ENGAGEMENT
REMEMBRANCE DAY SUB-COMMITTEE MEETING HELD ON 16 NOVEMBER
2016

186.	PRESENT: Councillor T G E Gillanders in the Chair and Councillors T Cessford, Mrs C Hanley, together with Messrs.' P Clark, M Coates and P S Robson.
187.	APOLOGIES FOR ABSENCE: were received from Councillor T Robson and Mr G Robinson.
188.	MINUTES of the meeting held on 28 September 2016, having been circulated, were confirmed.
189.	MATTERS ARISING: <ul style="list-style-type: none"> a. WAR MEMORIAL AT HOSPITAL CHAPEL (minute 184e refers). It was NOTED that the timing for laying the poppy wreath was 11.15am but that the Chaplain had been told the time was 11.45am. b. COURANT ARTICLE (Action Log refers). It was NOTED that an article "Generations serve country" had been published on 11 November. c. RISK ASSESSMENT (Action Log refers). It was NOTED that this had been considered but was not necessary.
190.	DECLARATIONS OF INTEREST: No declarations of interest were made.
191.	DEBRIEFING ON REMEMBRANCE DAY 2016. The following items were AGREED: <ul style="list-style-type: none"> a. The event went very well, with more attending than before. b. The change of format to read out names was well received. c. From next year, there must be a steward placed to prevent vehicular access to Fore Street/Market Place. d. The acoustics worked well. e. In future, wreath laying organisations will be announced as they walk to the memorial and there will be a maximum of three wreath layers in a group. f. The Council will source prices to consider buying suitable matting for the band next year. g. Instruction sheets will be written for the Abbey and Prospect House teams. h. The timings will be considered at a future meeting. i. The Council will contact Tynedale Harriers to consider the possibility of a memorial 10K race next year.
192.	DIARY DATES. <ul style="list-style-type: none"> a. Anzac Day 25 April 2017. b. Armed Forces Day – Service of thanksgiving for the Armed

	<p>Services - 24 June 2017 at the War Memorial.</p> <p>c. War Graves Remembrance ceremony – 11 November 2017</p> <p>d. Laying of a poppy wreath at the Hexham Hospital Chapel War memorial – 11 November 2017</p> <p>e. Remembrance Sunday Parade and Service of Remembrance – 12 November 2017</p> <p>f. Armed Forces Day – 24 June 2018.</p>
193.	NEXT MEETING: It was AGREED that the date of the next Sub-Committee meeting is to be confirmed.

Action Log

Add instructions to timings for a steward to be at Fore Street/Market Place	Clerk
Source matting costs	Clerk Designate
Prepare instruction sheets for the Abbey and Prospect House teams	P Robson and Councillor Robson
Consider timings at a future meeting	All
Contact Tynedale Harriers to consider the possibility of a memorial 10K race next year (emailed 5.1.17)	Councillor Cessford and Clerk Designate

Chairman

HEXHAM TOWN COUNCIL - DECLARATIONS OF INTEREST

Under the Code of Conduct adopted by the Council on 3 September 2012 Councillors must declare if they have a disclosable interest in any matters under consideration.

To do so Councilors should use one of the following statements:-

1. "I have a disclosable pecuniary interest
in..... [for example:-] Agenda item 3,
Planning application number 13/1234".
[NOTE: Code of Conduct paragraphs 11&15 apply].
2. "I have a disclosable personal interest
in..... [for example:-] Agenda item 4,
Grant aid application by Hexham Youth Initiative
[NOTE: Code of Conduct paragraph 13 applies].

Councillors should familiarise themselves with the Code of Conduct regarding the definitions of [A] pecuniary interest and [B] other personal interest and their obligations when declaring any such interests.

To ensure Councillors interests are correctly minuted please use one of the above statements when declaring an interest.

[NB. Should a Councillor wish to take part in the consideration and voting on a matter or matters in which he/she has a disclosable interest then they may request a dispensation be granted to enable them to take part in the discussion and voting on it but at least 10 days' notice must be given for any dispensation request.]

Derick Tiffin,
Clerk of the Council
1 February 2013