

## **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 15 November 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 25 October 2017, enclosed.
3. Matters arising.
4. Councillors' declarations of interest (see enclosed).
5. Debriefing on Remembrance Day 2017 event.
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  
Town Clerk  
9 November 2017

Hexham Town Council  
Council Office  
St Andrew's Cemetery  
West Road  
Hexham  
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Hagenda1117CERemembrance

**HEXHAM TOWN COUNCIL**  
**MINUTES OF THE TOWN COUNCIL COMMUNITY ENGAGEMENT**  
**REMEMBRANCE DAY SUB-COMMITTEE MEETING HELD ON 25 OCTOBER**  
**2017**

231.	PRESENT: Councillor T G E Gillanders in the Chair and Councillors T Cessford, Mrs C R Homer, R Hull and Mrs C Hanley together with Mr T Robson, Mr P Robson and Mr G Robinson.
232.	APOLOGIES FOR ABSENCE: were received from Mr P Clark and Councillors Mrs D Bell and S Ball.
233.	MINUTES of the meeting held on 14 September 2017, having been circulated, were confirmed.
234.	MATTERS ARISING: <ul style="list-style-type: none"> <li>a. ABBEY PARK DRAINAGE (minute 225b and action log refers). It was noted that the Clerk has contacted Northumberland County Council on several occasions without no response and it was AGREED that Councillor Cessford will pursue this.</li> <li>b. SERVICE OF REMEMBRANCE (minute 227 and action log refers). It was noted that these are due to be printed by 27 October.</li> <li>c. PLANTING AT WAR MEMORIAL (minute 228 and action log refers). It was noted that this was being done.</li> </ul>
235.	DECLARATIONS OF INTEREST: No declarations of interest were made.
236.	VETERANS: Councillor Gillanders advised that Wing Commander KHH Cook RAF (Retd) would lay a wreath on behalf of the veterans and the Pathfinder squadrons, but without getting a mention in the Order of Service.
237.	.DIARY DATES. <ul style="list-style-type: none"> <li>a. War Graves Remembrance ceremony – 10.15am on 11 November 2017</li> <li>b. Laying of a poppy wreath at the Hexham Hospital Chapel War Memorial – 11 November 2017</li> <li>c. Remembrance Sunday Parade and Service of Remembrance – 12 November 2017</li> <li>d. Armed Forces Day – 30 June 2018.</li> </ul>
238.	NEXT MEETING: It was AGREED that the next Sub-Committee meeting will be held on 15 November 2017 at 6.30pm in the Council Office, St Andrew's Cemetery, Hexham.

**Action Log**

Pursue response from NCC re: Abbey Park drainage	Councillor Cessford
Collect and distribute the Service of Remembrance booklets	Clerk and Operations Manager

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 Councillors 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.