

HEXHAM TOWN COUNCIL

I HEREBY GIVE NOTICE THAT a meeting of the Hexham Town Council Community Engagement Committee will be held in the Council Office, St Andrew's Cemetery, West Road, Hexham on Wednesday 6 December 2017 at 6.30pm when the following matters will be considered:

A G E N D A

1. Apologies for absence.
2. To receive minutes of the Community Engagement Committee meeting held 25 October 2017 enclosed.
3. Matters arising (if any).
4. Councillors' declarations of interest (see enclosed).
5. To receive minutes of the Community Engagement Remembrance Day Sub-Committee meeting held 15 November 2017 enclosed.
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
30 November 2017

Hexham Town Council
Council Office
St Andrew's Cemetery
West Road
Hexham
NE46 3RR
01434 609575 clerk@hexhamtowncouncil.gov.uk
Hagenda1217CommunityEngage

HEXHAM TOWN COUNCIL

MINUTES OF THE COMMUNITY ENGAGEMENT COMMITTEE MEETING HELD ON 25 OCTOBER 2017

376.	PRESENT: Councillor T G E Gillanders in the Chair and Councillors T Cessford, R Hull, Mrs C R Homer, Mrs C Hanley and T Pearson.
377.	APOLOGIES FOR ABSENCE: were received from Councillors Mrs D Bell and S Ball.
378.	MINUTES of the meeting held on 14 September 2017, having been circulated, were AGREED.
379.	MATTERS ARISING: <ul style="list-style-type: none">a. SELE PLAY AREA (minute 369c and action log refers). It was AGREED to accept the proposal from Kompan.b. CHRISTMAS LIGHTS (minute 369d and action log refers). It was noted that the deferred motifs were to be at Priestpople rather than Battle Hill. It was AGREED to check if wraparound lighting may be possible instead.c. SPORT TYNEDALE (minute 372 refers). It was NOTED that no donation request has been received to date.d. JOINT MEETING (minute 373 and action log refers). It was NOTED that this meeting will be held at 10.30am on 27 November (venue to be confirmed). Councillor Gillanders will prepare an agenda.
380.	DECLARATIONS OF INTEREST: No declarations of interest were made except for Councillor Mrs Homer advising she is on the board of Hexham Community Partnership.
381.	REMEMBRANCE DAY SUB-COMMITTEE: It was AGREED to receive and note the minutes of the Sub-Committee meeting held on 14 September 2017.
382.	HEXHAM COMMUNITY PARTNERSHIP'S TOURISM AND COMMUNICATIONS OFFICER POST: It was noted that this post is being advertised and AGREED that Councillor Gillanders will liaise with the new post holder regarding the Hex-Press.
383.	HEXHAM ABBEY BIBLE: Further to an email sent direct to all Councillors, it was noted that Hexham Abbey had previously been contacted and responded. It was AGREED that the Clerk will acknowledge the email sent to the Councillors and advise the Council will follow correspondence with the Abbey with interest.
384.	2018/2019 COMMITTEE BUDGET: the Committee considered estimates received and AGREED the following draft Committee budget.

COMMUNITY ENGAGEMENT COMMITTEE	2017/18 Agreed budget	2017/18 Spent at 30/9/17	2017/18 Estimated at 31/3/18	2018/19 Draft Budget	Reference
Remembrance Day & Armed Forces Day	7500	115	3000	7500	7800
WW1 Remembrance	0	0	0	2500	7810
War Memorials	0	0	0	0	7820
War Memorial Reserve	10000	0	4500	1000	5096
Website	600	0	600	2000	7830
Newsletter	1200	316	750	1200	7840
BID/Business Forum	0	0	0	0	7860
Town Twinning (Council expenses)	1000	915	915	1000	7870
Christmas Lights – Repair/Replace	2000	0	2000	2000	7040
Christmas Lights – Additional Units	10000 (+ 3500 carried forward)	6500	17152	10000	7050
Christmas Lights – Erect, Dismantle, Store, Insure	9000	3652	9000	9500	7060
Christmas Lights Switch On	1200	0	350	500	7065
Mayor's Annual Reception	750	539	539	750	7070
Steward and Bailiff Award	50	43	43	50	7080
Young Employee of the Year Award	300	300	300	300	7090
Hexham/Northumbria in Bloom (Council expenses)	2300	915	915	1000	7850
Flower Beds and Tubs – Renew/Replace	500	0	300	500	7110
Flower Beds and Tubs – Planting	6500	2627	5500	6500	7120
Support for Town Events	9000	2000	7500	7000	5130
TOTALS	61900	17922	53364	53300	

385.	NEXT MEETING: It was AGREED that the next Committee meeting will be held on 6 December 2017 at 6.30pm in the Council Office, St Andrew's Cemetery, Hexham.
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Action Log

Apply by 17 November to the next S106 Panel for funding for the Sele play area	Clerk
Check if wraparound Christmas lights are possible	Clerk
Arrange a venue for the joint meeting	Clerk
Liaise with the new Tourism and Communications Officer	Councillor Gillanders
Respond to the Hexham Abbey Bible email	Clerk

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.

HEXHAM TOWN COUNCIL
MINUTES OF THE TOWN COUNCIL COMMUNITY ENGAGEMENT
REMEMBRANCE DAY SUB-COMMITTEE MEETING HELD ON 15 NOVEMBER
2017

239.	PRESENT: Councillor T G E Gillanders in the Chair and Councillors T Cessford, R Hull and T Pearson together with Mr T Robson, Mr P Robson, Mr P Clark and Mr G Robinson.
240.	APOLOGIES FOR ABSENCE: were received from Mr M Coates.
241.	MINUTES of the meeting held on 25 October 2017, having been circulated, were confirmed.
242.	<p>MATTERS ARISING:</p> <p>a. ABBEY PARK DRAINAGE (minute 234a and action log refers). It was noted that County Council officers have advised there was no standing water when they looked but they will keep monitoring the area and take action if needed. It was AGREED that Councillor Cessford will pursue this next time there is standing water.</p> <p>b. VETERANS (minute 236 refers). It was noted that Wing Commander Cook had laid a wreath with Ft Lt Newton. He will be added in the Service of Remembrance next year if he will be present. It was also AGREED to add Hexham Hospital to the list of organisations laying a wreath.</p>
243.	DECLARATIONS OF INTEREST: No declarations of interest were made.
244.	<p>DEBRIEF ON REMEMBRANCE DAY 2017. The following were AGREED:</p> <p>a. The event went very well, with excellent attendance.</p> <p>b. The PA sound engineer is to be congratulated on the acoustics.</p> <p>c. Next year a group email to potential wreath laying organisations will be sent in August/September so attending organisations can be confirmed and listed in the Service of Remembrance booklet.</p> <p>d. An instruction will be added for the marshals based at the Moot Hall to check the road closure sign is in the correct position.</p> <p>e. Next year the Beaumont Hotel will be requested to display table plans.</p> <p>f. The Service of Remembrance booklet will be amended regarding the War Graves Remembrance Ceremony and who attends.</p> <p>g. Not to prepare a wet weather plan.</p> <p>h. Issues to be considered before next year include Councillor marshals being advised of their duties; how wheelchair users may be accommodated; and any revisions to the timings and marshal's instructions.</p>

245.	. DIARY DATES. a. Armed Forces Day – 30 June 2018. b. War Graves Remembrance ceremony – 10.15am on 10 November 2018 c. Laying of a poppy wreath at the Hexham Hospital Chapel War Memorial – 10 November 2018 d. Remembrance Sunday Parade and Service of Remembrance – 11 November 2018
246.	NEXT MEETING: It was AGREED that the next Sub-Committee meeting will be held on a date to be advised and at 6.30pm in the Council Office, St Andrew's Cemetery, Hexham.

Action Log

Pursue NCC re: Abbey Park drainage when there is standing water	Councillor Cessford
Send a group email to potential wreath laying organisations in August/September so attending organisations can be confirmed and listed in the Service of Remembrance booklet.	Clerk
Visit the Beaumont Hotel regarding the 2018 lunch	Councillor Gillanders and Clerk
Amend the Service of Remembrance booklet regarding the War Graves Remembrance Ceremony and who attends.	Councillor Gillanders and Clerk
Consider identified issues and amend instructions and procedures accordingly	Sub-Committee and Clerk

Chairman