

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 21 February 2018 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 15 November 2017, enclosed.
3. Matters arising.
4. Councillors' declarations of interest (see enclosed).
5. Planning for Remembrance events 2018.
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
14 February 2018

Hexham Town Council
Council Office
St Andrew's Cemetery
West Road
Hexham
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Hagenda0218CERemembrance

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.	MATTERS ARISING: 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. 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.
243.	DECLARATIONS OF INTEREST: No declarations of interest were made.
244.	DEBRIEF ON REMEMBRANCE DAY 2017. The following were AGREED: a. The event went very well, with excellent attendance. b. The PA sound engineer is to be congratulated on the acoustics. 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. 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. e. Next year the Beaumont Hotel will be requested to display table plans. f. The Service of Remembrance booklet will be amended regarding the War Graves Remembrance Ceremony and who attends. g. Not to prepare a wet weather plan. 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.

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

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.