

## 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 25 April 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 21 February 2018, enclosed.
3. Matters arising.
4. Councillors' declarations of interest (see enclosed).
5. To note the donation of a Great War Memorial Bench to be sited at St Andrew's Cemetery.
6. Planning for Remembrance events 2018.
7. To agree a date and time for the next meeting.
8. 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  
19 April 2018

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St Andrew's Cemetery  
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Hagenda0418CERemembrance

**HEXHAM TOWN COUNCIL**  
**MINUTES OF THE TOWN COUNCIL COMMUNITY ENGAGEMENT**  
**REMEMBRANCE DAY SUB-COMMITTEE MEETING HELD ON 21 FEBRUARY**  
**2018**

247.	PRESENT: Councillor T G E Gillanders in the Chair and Councillor Mrs C Hanley together with Mr T Robson, Mr P Robson, Mr M Coates and Mr G Robinson.
248.	APOLOGIES FOR ABSENCE: were received from Councillors Hull, Pearson, Dodds and Cessford.
249.	MINUTES of the meeting held on 15 November 2017, having been circulated, were confirmed (with the addition of apologies for absence from Councillor Mrs Hanley).
250.	<p>MATTERS ARISING:</p> <ul style="list-style-type: none"> <li>a. ARMED FORCES DAY (minute 245 refers). It was NOTED that the event has been registered on the Armed Forces Day website and that the closing date for the grant application to the Ministry of Defence is 30 April; a Battle of Britain memorial flypast has been requested; a climbing wall has been booked; 3RHA will be present; classic cars have been arranged; there will be various stalls; and there will be a service of thanksgiving at Hexham Abbey. It was also NOTED that the Army Cadets are unable to attend but that the Air Cadets will be present and that RAF involvement is being discussed. Contacting the TA was also suggested.</li> <li>b. DIARY DATES (minute 245 refers). It was noted that the Battle of Britain Day event at the RAF window at Hexham Abbey needs to be added.</li> <li>c. ABBEY PARK (action log refers). It was noted that a County Council officer has advised that a raft of concrete may not be laid but that heavy duty flatlay will be laid for wheelchair users.</li> </ul>
251.	DECLARATIONS OF INTEREST: No declarations of interest were made.
252.	REMEMBRANCE EVENTS 2018. It was NOTED that there should be a focus on Hexham and the centenary of 1918, with a celebration event.
253.	<p>DIARY DATES.</p> <ul style="list-style-type: none"> <li>a. Armed Forces Day – 30 June 2018.</li> <li>b. Battle of Britain Day – 15 September 2018. 11.00am (to be confirmed) at the RAF window Hexham Abbey.</li> <li>c. War Graves Remembrance ceremony – 10.15am on 10 November 2018</li> <li>d. Laying of a poppy wreath at the Hexham Hospital Chapel War Memorial – 10 November 2018</li> </ul>

	e. Remembrance Sunday Parade and Service of Remembrance – 11 November 2018
254.	NEXT MEETING: It was AGREED that the next Sub-Committee meeting will be held on Wednesday 25 April 2018 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
Consider a 1918 centenary celebration event and circulate ideas	Councillor Gillanders 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.