

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 5 September 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 25 April 2018, 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
30 August 2018

Hexham Town Council
Council Office
St Andrew's Cemetery
West Road
Hexham
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Hagenda0918CERemembrance

HEXHAM TOWN COUNCIL
MINUTES OF THE TOWN COUNCIL COMMUNITY ENGAGEMENT
REMEMBRANCE DAY SUB-COMMITTEE MEETING HELD ON 25 APRIL 2018

255.	PRESENT: Councillor T G E Gillanders in the Chair and Councillors R Hull, Mrs C Hanley, Mrs D Bell, T Cessford and T Pearson together with Mr T Robson, Mr P Robson, Mr P Clark and Mr G Robinson.
256.	APOLOGIES FOR ABSENCE were received from Mrs C R Homer, T Dodds and S Ball.
257.	MINUTES of the meeting held on 21 February 2018, having been circulated, were confirmed.
258.	MATTERS ARISING: <ul style="list-style-type: none"> a. DIARY DATES (minute 253 refers). It was noted that Anzac Day should be reinstated. b. ARMED FORCES DAY (minute 245 refers). It was NOTED that planning for this event continues and will be referred to the Community Engagement Committee. c. ABBEY PARK DRAINAGE (action log refers). It was noted that, in addition to liaison with NCC when there is standing water, that the Operations Manager can spike the ground for Remembrance Day. d. 1918 CENTENARY EVENT (action log refers). It was noted that ideas are still to be considered but there is Youtube footage on the opening of the Hospital that could be used.
259.	DECLARATIONS OF INTEREST: No declarations of interest were made.
260.	GREAT WAR MEMORIAL BENCH: It was NOTED that the North East War Memorials Charity are donating a Lest We Forget 1914-18 bench to be sited in St Andrew's Cemetery. The bench is likely to be delivered by early June and a service of dedication will be arranged.
261.	REMEMBRANCE EVENTS 2018. It was NOTED that there will be further planning later in the year.
262.	DIARY DATES. <ul style="list-style-type: none"> a. Armed Forces Day – 30 June 2018. b. Battle of Britain Day – 15 September 2018. 11.00am (to be confirmed) at the RAF window Hexham Abbey. c. War Graves Remembrance ceremony – 10.15am on 10 November 2018. d. Laying of a poppy wreath at the Hexham Hospital Chapel War Memorial – 10 November 2018. e. Remembrance Sunday Parade and Service of Remembrance – 11 November 2018. f. Anzac Day – 25 April 2019.

263.	POPPY KNITTING PATTERN: An example knitted by Mrs Valerie Robson was noted and it was AGREED that schools, Brownies, etc would be asked to knit some poppies for Remembrance Day.
264.	NEXT MEETING: It was AGREED that the next Sub-Committee meeting will be held on Wednesday 5 September 2018 at 6.30pm in the Council Office, St Andrew's Cemetery, Hexham.

Action Log

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
Contact schools, etc re: knitted poppies	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.