

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 17 October 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 5 September 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
11 October 2018

Hexham Town Council
Council Office
St Andrew's Cemetery
West Road
Hexham
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clerk@hexhamtowncouncil.gov.uk
Hagenda1018CERemembrance

HEXHAM TOWN COUNCIL
MINUTES OF THE TOWN COUNCIL COMMUNITY ENGAGEMENT
REMEMBRANCE DAY SUB-COMMITTEE MEETING HELD ON 5 SEPTEMBER
2018

265.	PRESENT: Councillors T G E Gillanders, R Hull, C Hanley, D Bell, S Ball and T Pearson together with Mr P Robson, Mr P Clark and Mr G Robinson.
266.	CHAIRMAN: It was AGREED that Councillor T G E Gillanders remain the Sub-Committee Chairman.
267.	APOLOGIES FOR ABSENCE were received from Councillors Cessford and Homer, and Mr D M Coates.
268.	MINUTES of the meeting held on 25 April 2018, having been circulated, were confirmed.
269.	MATTERS ARISING: <ul style="list-style-type: none"> a. GREAT WAR MEMORIAL BENCH (minute 260 refers). It was noted that this is now in place by the west chapel at the Cemetery. b. POTENTIAL WREATH LAYERS (action log refers). It was noted that Hexham BID should be removed from the list and that a group email will be sent in the next week. c. BEAUMONT HOTEL LUNCH (action log refers). It was noted that the service at the Abbey will, for this year only, be held at 3.00pm. It was AGREED to request the Hotel to provide a finger buffet at 11.30pm/noon instead of the usual lunch. d. SERVICE OF REMEMBRANCE BOOKLET (action log refers). It was noted amendments regarding the War Graves Remembrance Ceremony and who attends will be done in September. e. 1918 CENTENARY CELEBRATION (action log refers). It was AGREED to order and place a 6 foot aluminium WW1 "Tommy Silhouette" near the War Memorial, subject to there being no objections from the County Council.
270.	DECLARATIONS OF INTEREST: No declarations of interest were made.
271.	REMEMBRANCE EVENTS 2018. It was NOTED that the timings will be the same as in 2017 but there will be no need for Abbey stewards this year and that reference to the usual service should be deleted. It was AGREED that a sixth former from the High School be requested to read a Wilfrid Gibson poem.
272.	HEXHAM HOSPITAL CHAPEL WAR MEMORIAL. It was noted that, because of the WW1 centenary, the usual laying of a wreath on the Saturday will not take place and that there will instead be an event to

	commemorate Armistice Day at 2.00pm on Remembrance Day. It was AGREED that members of the Sub-Committee will attend.
273.	<p>DIARY DATES.</p> <ul style="list-style-type: none"> a. Battle of Britain Day – 15 September 2018. 11.00am at the RAF window Hexham Abbey. b. War Graves Remembrance ceremony – 10.15am on 10 November 2018. c. Remembrance Sunday Parade – 11 November 2018 d. Laying of a poppy wreath and event at the Hexham Hospital Chapel War Memorial – 2.00pm on 11 November 2018. e. Service of Remembrance – 3.00pm on 11 November 2018. f. Anzac Day – 25 April 2019.
274.	NEXT MEETING: It was AGREED that the next Sub-Committee meeting will be held on Wednesday 17 October 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 September so attending organisations can be confirmed and listed in the Service of Remembrance booklet.	Clerk
Visit the Beaumont Hotel regarding a finger buffet for 2018	Councillor Gillanders
Amend the Service of Remembrance booklet regarding the War Graves Remembrance Ceremony and who attends.	Councillor Gillanders and Clerk
Check with NCC regarding any objection to siting a WW1 Tommy Silhouette near the War Memorial and order this (minute 269e)	Clerk
Amend the timetable (minute 271)	Clerk
Contact QEHS regarding reading (minute 271)	Councillor Gillanders

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.