

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 Tuesday 3 September 2019 at 6.00pm 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 16 July 2019, enclosed.
3. Matters arising.
4. Councillors' declarations of interest (see enclosed).
5. To consider Remembrance Day 2019.
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
28 August 2019

Hexham Town Council
Council Office
St Andrew's Cemetery
West Road
Hexham
NE46 3RR
01434 609575
clerk@hexhamtowncouncil.gov.uk
Hagenda0919CERemembrance

HEXHAM TOWN COUNCIL
MINUTES OF THE TOWN COUNCIL COMMUNITY ENGAGEMENT
REMEMBRANCE DAY SUB-COMMITTEE MEETING HELD ON 16 JULY 2019

298.	PRESENT: Councillors R Hull, T G E Gillanders, T Cessford, together with Mr T Robson, Mr P Clark, and Mr G Robinson.
299.	APOLOGIES FOR ABSENCE were received from Councillors T Pearson, S Ball, C Hanley, D Bell and Mr J Dumbrell.
300.	MINUTES of the meeting held on 24 June 2019, having been circulated, were AGREED.
301.	MATTERS ARISING: BATTLE OF BRITAIN (minute 295a refers). The date should read 15 September 2019, to be confirmed as at 11.00am.
302.	DECLARATIONS OF INTEREST: No declarations of interest were made.
303.	DIARY DATES. <ul style="list-style-type: none"> a. Battle of Britain Day – 11.00am (to be confirmed) on 15 September 2019, at the RAF window Hexham Abbey. b. War Graves Remembrance ceremony – 10.15am on 9 November 2019. c. Laying of a poppy wreath at the Hexham Hospital Chapel War Memorial – 11.45am on 9 November 2019. d. Remembrance Sunday Parade – 10 November 2019. e. St George’s Day Parade by the Fifth Fusiliers – 18 April 2020 f. Anzac Day – 25 April 2020. g. VE Day – 8 May 2020. h. Armed Forces Day – 27 June 2020.
304.	REMEMBRANCE EVENTS 2019. It was noted that Councillor Gillanders, Mr Robson and the Clerk had met and revised and separated documents on timings, team duties and wreath layers. These were further amended as follows: <ul style="list-style-type: none"> a Timings Serial 8 - Both Fusiliers Gate and Bensons Gate to be roped off b Timings Serial 78 - Remove “Followed by the Parade” c Serials 78 and 79 - Remove all reference to Beaumont Street Gate. Insert Bensons Gate d Serials 78 and 79 - The cells covering “Through Bensons Gate” should be combined e In the interests of compatibility the fonts should be standardised f Another member should be identified for the “Abbey Team” g The Buffet lunch should be at a standard as agreed with the Mayor and the Town Clerk

305.	NEXT MEETING: It was AGREED that the next Sub-Committee meeting will be held on 3 September at 6.00pm in the Council Office, St Andrew's Cemetery, Hexham.
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Action Log

Amend the timings as required (minute 304)	Clerk
Identify an additional team member (minute 304f)	Councillor Gillanders/Mr T Robson
Rectify the font (minute 304e)	Clerk
Arrange the buffet lunch (minute 304g)	Mayor/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.