

## **HEXHAM TOWN COUNCIL**

**I HEREBY GIVE NOTICE THAT** a meeting of the Hexham Town Council Community Engagement Committee will be held in the Council Office, St Andrew's Cemetery, West Road, Hexham on Wednesday 8 February 2017 at 6.30pm when the following matters will be considered:

### **A G E N D A**

1. Apologies for absence.
2. To receive minutes of the Community Engagement Committee meeting held 16 November 2016 enclosed.
3. Matters arising (if any).
4. Councillors' declarations of interest (see memorandum enclosed).
5. To receive minutes of the Community Engagement Remembrance Day Sub-Committee meeting held 16 November 2016, enclosed.
6. To consider a Hexham Riots anniversary event.
7. To agree on additional Christmas lights units.
8. To consider arrangements for future Christmas Lights Switch-On events.
9. To consider the Christmas lights tender document (see enclosed).
10. To consider a donation towards the cost of stage hire for the Christmas Market.
11. To consider the purchase of a plaque to commemorate the 25<sup>th</sup> anniversary of Hexham's town twinning with Noyon.
12. To consider the Great British Spring Clean campaign (see enclosed).
13. To consider Northumberland Day (see enclosed).
14. To agree a date and time for the next meeting.
15. 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  
Clerk Designate  
2 February 2017

Hexham Town Council  
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Hagenda0217CommunityEngage

**HEXHAM TOWN COUNCIL**

**MINUTES OF THE COMMUNITY ENGAGEMENT COMMITTEE MEETING HELD  
ON 16 NOVEMBER 2016**

307.	PRESENT: Councillor T G E Gillanders in the Chair and Councillors T Cessford and Mrs C Hanley.
308.	APOLOGIES FOR ABSENCE: were received from Councillors T Robson and P E Oliver.
309.	MINUTES of the meeting held on 28 September 2016, having been circulated, were AGREED.
310.	MATTERS ARISING: <ul style="list-style-type: none"><li>a. BEALES (minute 298i refers). It was NOTED that Councillors Cessford and Gillanders had attended a meeting where it had been indicated that there may be Christmas trees displayed at the store this year. The Clerk Designate will contact the new manager for confirmation on any progress.</li><li>b. UNION JACK FLAGS (minute 298d refers). It was NOTED that extra eyelets for these are needed.</li><li>c. HERITAGE EVENT (minute 304 refers). It was NOTED that Councillor Gillanders will pursue this early next year.</li></ul>
311.	DECLARATIONS OF INTEREST: No declarations of interest were made.
312.	REMEMBRANCE DAY SUB-COMMITTEE: It was AGREED to receive and note the minutes of the Sub Committee meeting held on 28 September 2016.
313.	HEXHAM ORPHEUS CHOIR CONCERT SPONSORSHIP: The Choir had requested a donation towards the cost of a concert to be held on 13 May 2017. It was AGREED a donation of £500.00 may be made providing the Council is acknowledged in any publicity as an event sponsor. The event donation will be included in the budget for event support in the 2017/2018 budget under reference 5130.

314.	COMMITTEE 2017/2018 BUDGET. After considering possible expenditure the following budget was AGREED:					
	<b>HTC BUDGET 2017/18</b>	<b>1617 Agreed budget</b>	<b>1617 Spend at 311016</b>	<b>1617 Estimated at 310317</b>	<b>1718 Draft Budget</b>	<b>Reference</b>
	<b>COMMUNITY ENGAGEMENT COMMITTEE</b>					
	Remembrance Days & Armed Forces Day	10000	1800	2850	7500	7800
	WW1 Remembrance	0	0	0	0	7810
	War Memorials	0	0	0	0	7820
	War Memorial Reserve	10000	1350	1350	10000	5096
	Website	450	35	500	600	7830
	Newsletter	1000	150	450	1200	7840
	Towns Alive/BID/Business Forum	300	250	250	0	7860
	Town Twinning (Council expenses)	650	365	365	700	7870
	Christmas lights displays Repair or Replace	4000	500	2500	2000	7040
	Christmas lights Additional units	10000	0	0	10000	7050
	Christmas lights Erect Remove & Store	7000	0	7000	9000	7060
	Christmas lights Switch on	1000	0	1065	1200	7065
	Mayors annual reception	750	600	600	750	7070
	Steward and Bailiff award	25	20	20	50	7080
	Young Employee of the year award	300	0	300	300	7090
	Hexham in Bloom	2300	0	1500	2300	7850
	Flower beds and tubs Renew Replace	0	0	0	500	7110
	Flower beds and tubs Planting	6000	3000	6000	6500	7120
	Support for town events	4000	10150	10150	9000	5130
	<b>TOTALS</b>	<b>57775</b>	<b>18220</b>	<b>34900</b>	<b>61600</b>	

315.	NEXT MEETING: It was AGREED that the next Committee meeting will be held on 22 February 2017 at 6.30pm in the Council Office, St Andrew's Cemetery, Hexham.
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**Action Log**

Contact new manager at Beales about Christmas lights (email sent 18/11/16: no reply)	Clerk Designate
Arrange eyelets for new Union Jack flags (taken to Denize Designs 23/1/17)	Clerk Designate
Ensure Christmas lights tender process starts in January	Clerk
Pursue further information about heritage events	Cllr Gillanders
Pursue possibility of funding for heritage events	Cllr Ball

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 Councilors 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.]

Derick Tiffin,  
Clerk of the Council  
1 February 2013

**HEXHAM TOWN COUNCIL**  
**MINUTES OF THE TOWN COUNCIL COMMUNITY ENGAGEMENT**  
**REMEMBRANCE DAY SUB-COMMITTEE MEETING HELD ON 16 NOVEMBER**  
**2016**

186.	PRESENT: Councillor T G E Gillanders in the Chair and Councillors T Cessford, Mrs C Hanley, together with Messrs.' P Clark, M Coates and P S Robson.
187.	APOLOGIES FOR ABSENCE: were received from Councillor T Robson and Mr G Robinson.
188.	MINUTES of the meeting held on 28 September 2016, having been circulated, were confirmed.
189.	MATTERS ARISING: <ul style="list-style-type: none"> <li>a. WAR MEMORIAL AT HOSPITAL CHAPEL (minute 184e refers). It was NOTED that the timing for laying the poppy wreath was 11.15am but that the Chaplain had been told the time was 11.45am.</li> <li>b. COURANT ARTICLE (Action Log refers). It was NOTED that an article "Generations serve country" had been published on 11 November.</li> <li>c. RISK ASSESSMENT (Action Log refers). It was NOTED that this had been considered but was not necessary.</li> </ul>
190.	DECLARATIONS OF INTEREST: No declarations of interest were made.
191.	DEBRIEFING ON REMEMBRANCE DAY 2016. The following items were AGREED: <ul style="list-style-type: none"> <li>a. The event went very well, with more attending than before.</li> <li>b. The change of format to read out names was well received.</li> <li>c. From next year, there must be a steward placed to prevent vehicular access to Fore Street/Market Place.</li> <li>d. The acoustics worked well.</li> <li>e. In future, wreath laying organisations will be announced as they walk to the memorial and there will be a maximum of three wreath layers in a group.</li> <li>f. The Council will source prices to consider buying suitable matting for the band next year.</li> <li>g. Instruction sheets will be written for the Abbey and Prospect House teams.</li> <li>h. The timings will be considered at a future meeting.</li> <li>i. The Council will contact Tynedale Harriers to consider the possibility of a memorial 10K race next year.</li> </ul>
192.	DIARY DATES. <ul style="list-style-type: none"> <li>a. Anzac Day 25 April 2017.</li> <li>b. Armed Forces Day – Service of thanksgiving for the Armed</li> </ul>

	<p>Services - 24 June 2017 at the War Memorial.</p> <p>c. War Graves Remembrance ceremony – 11 November 2017</p> <p>d. Laying of a poppy wreath at the Hexham Hospital Chapel War memorial – 11 November 2017</p> <p>e. Remembrance Sunday Parade and Service of Remembrance – 12 November 2017</p> <p>f. Armed Forces Day – 24 June 2018.</p>
193.	NEXT MEETING: It was AGREED that the date of the next Sub-Committee meeting is to be confirmed.

### Action Log

Add instructions to timings for a steward to be at Fore Street/Market Place	Clerk
Source matting costs	Clerk Designate
Prepare instruction sheets for the Abbey and Prospect House teams	P Robson and Councillor Robson
Consider timings at a future meeting	All
Contact Tynedale Harriers to consider the possibility of a memorial 10K race next year (emailed 5.1.17)	Councillor Cessford and Clerk Designate

Chairman .....

**HEXHAM TOWN COUNCIL**

**MEMORANDUM TO THE COMMUNITY ENGAGEMENT COMMITTEE ON 8  
FEBRUARY 2017**

**CHRISTMAS LIGHTS TENDER**

The current three year contract to install, maintain, dismantle, test and store Hexham's Christmas lighting display will expire on 1 November 2017.

It is recommended that the Council issue a tender document as soon as possible, for a new three year contract to be issued.

The Committee is requested to consider the attached draft tender document and approve it to be sent to the current contractor and other interested potential suppliers.

Jane Kevan  
Clerk Designate  
25 January 2017



**HEXHAM TOWN COUNCIL**

**MEMORANDUM TO THE COMMUNITY ENGAGEMENT COMMITTEE ON 8  
FEBRUARY 2017**

**GREAT BRITISH SPRING CLEAN**

Following the success of “Clean for the Queen” last year, Keep Britain Tidy is promoting a “Great British Spring Clean” to be an annual event from 2017. It is looking to encourage activity throughout March with a focus on registering thousands of clean-up events over the weekend of 3-5 March.

Northumberland County Council is promoting this campaign to all schools, community groups, environmental champions and the public, encouraging them to organise/participate in a litter pick/clean up event in their area.

The County Council will support the event through the loan of equipment and collection of waste collected. It will also distribute official event sacks and merchandise for groups who register through the Keep Britain Tidy website.

To date there are no local events registered although a resident in Acomb has contacted the Town Council as he would like to be part of a local group involved in an event.

The Committee is requested to note this event and consider how the Town Council may wish to be involved.

Jane Kevan  
Clerk Designate  
25 January 2017

**HEXHAM TOWN COUNCIL**

**MEMORANDUM TO THE COMMUNITY ENGAGEMENT COMMITTEE ON 8  
FEBRUARY 2017**

**NORTHUMBERLAND DAY**

Northumberland Day is a celebration of the County's culture, heritage, landscape, food and drink and identity, taking place in 2017 on Sunday 28 May. It is a dedicated day, linked to the date of the Northumberland County Show, but there will be a week of celebrations before and after this day.

The initiative is aimed at businesses, individuals, community groups, schools, food producers, landscape, heritage, wildlife and other organisations, who want to celebrate life in Northumberland.

Planned events locally include a medieval fair at Hexham Abbey, a Northumberland Day event created by Hexham Racecourse and a special event at Langley Castle.

Every Town and Parish Council, community group, business network and business is being encouraged to celebrate Northumberland Day. Ideas include:

- Flying the Northumberland flag or hanging out bunting and flags
- Decorating windows in the County's colours of red and yellow
- Dressing in red and yellow for the day
- Staging an event – a street party, a community event, a house party
- Use Northumbrian dialect and words for the day and teach visitors their meaning!
- Lay on a sporting challenge that has its roots in Northumbrian heritage
- Stage Northumbrian food tastings or put on a Northumbrian menu
- Celebrate the Northumbrian Pipes or other Northumbrian music
- Create some art inspired by Northumbrian culture
- Offer to take part in an email exchange with residents of Northumberland USA, Canada and Australia, to tell them all about your Northumberland and find out about theirs
- Share everything on your website, social media, newsletters and noticeboards

The Committee is requested to note this event and consider how the Town Council may wish to support it.

Jane Kevan  
Clerk Designate  
24 January 2017