

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 7 June 2017 at 6.30pm when the following items will be discussed:

A G E N D A

1. To agree the Sub-Committee Chairman.
2. Apologies for absence.
3. To confirm minutes of the Hexham Town Council Community Engagement Remembrance Day Sub-Committee meeting held on 22 March 2017, enclosed.
4. Matters arising.
5. Councillors' declarations of interest (see enclosed).
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
1 June 2017

Hexham Town Council
Council Office
St Andrew's Cemetery
West Road
Hexham
NE46 3RR
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clerk@hexhamtowncouncil.gov.uk
Hagenda0617CERemembrance

HEXHAM TOWN COUNCIL
MINUTES OF THE TOWN COUNCIL COMMUNITY ENGAGEMENT
REMEMBRANCE DAY SUB-COMMITTEE MEETING HELD ON 22 MARCH 2016

194.	PRESENT: Councillor T G E Gillanders in the Chair and Councillors T Cessford, T Robson and M Allan together with Mr P Clark.
195.	APOLOGIES FOR ABSENCE: were received from Councillors Mrs C Hanley, S Ball and P E Oliver and Mr P S Robson and M Coates.
196.	MINUTES of the meeting held on 16 November 2016, having been circulated, were confirmed.
197.	MATTERS ARISING: MEMORIAL 10K (action log refers). It was NOTED that there had been no reply from Tynedale Harriers and to contact them again.
198.	DECLARATIONS OF INTEREST: No declarations of interest were made.
199.	REMEMBRANCE DAY 2017 TIMINGS. The draft was considered and changed to the attached document, including the following AGREED changes: <ul style="list-style-type: none"> a. Check power on the Saturday. b. Ensure one marshal is at the Market Place from 10.00am. c. Ensure the Battery Sgt Major knows what is happening during the parade. d. There will be an announcer to identify the small groups when laying wreaths. e. Timings will be added for the Abbey Prospect House Teams. It was also AGREED to consider the address format for 2017.
200.	DIARY DATES. <ul style="list-style-type: none"> a. Anzac Day 25 April 2017. b. Armed Forces Day – Service of thanksgiving for the Armed Services - 24 June 2017 at the War Memorial. c. War Graves Remembrance ceremony – 11 November 2017 d. Laying of a poppy wreath at the Hexham Hospital Chapel War memorial – 11 November 2017 e. Remembrance Sunday Parade and Service of Remembrance – 12 November 2017 f. Armed Forces Day – 24 June 2018.
201.	ABBEY PARK: It was noted that where the wreath layers stand is flooded/ has puddles whenever it rains. It was AGREED to contact Northumberland County Council and advise the drainage is inadequate and request this is addressed.
202.	NEXT MEETING: It was AGREED that the next Sub-Committee meeting will be held on 7 June 2017 at 6.30pm in the Council Office, St

	Andrew's Cemetery, Hexham.
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Action Log

Battery Sgt Major to be advised re: parade	Councillor Robson
Consider 2017 format – Passchendaele?	Councillor Gillanders
Re-contact Tynedale Harriers to consider the possibility of a memorial 10K race next year	Clerk Designate
Contact NCC re: Abbey Park drainage	Clerk Designate

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.)