

## 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 4 December 2019 at 5.30pm 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 23 October 2019, enclosed.
3. Matters arising (if any).
4. Councillors' declarations of interest (see enclosed).
5. To receive notes of the Remembrance Day Sub-Committee members' meeting held 12 November 2019, enclosed.
6. To consider becoming a Dementia Friendly organisation.
7. To consider an annual Mayor's award to recognise environmental initiatives throughout Hexham.
8. To consider content for the Hex-press.
9. To consider how to improve community engagement at Full Council meetings.
10. To agree a date and time for the next meeting.
11. 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 November 2019

Hexham Town Council  
Council Office  
St Andrew's Cemetery  
West Road  
Hexham  
NE46 3RR

01434 609575 [clerk@hexhamtowncouncil.gov.uk](mailto:clerk@hexhamtowncouncil.gov.uk)

Hagenda1219CommunityEngagement

## HEXHAM TOWN COUNCIL

### MINUTES OF THE COMMUNITY ENGAGEMENT COMMITTEE MEETING HELD ON 23 OCTOBER 2019

541.	PRESENT: Councillor T Pearson in the Chair and Councillors S Ball, T Dodds and T Cessford.
542.	APOLOGIES FOR ABSENCE were received from Councillors R Hull, C Hanley, J Ord and T G E Gillanders.
543.	MINUTES of the meeting held on 3 September 2019, having been circulated, were AGREED.
544.	<p>MATTERS ARISING:</p> <ul style="list-style-type: none"><li>a. VE DAY 75<sup>TH</sup> ANNIVERSARY CELEBRATION (minute 533c and action log refers). It was noted that the Tourism Support Fund budget will be used for the up to £3000.00 to hire a 1940s style 7-piece band and that Councillor Ball speaking to No. 28 in regards to the organisation of the fancy dress is pending.</li><li>b. HEXHAM HALF MARATHON (minute 533f and action log refers). It was noted that future events have been cancelled.</li><li>c. NEW WEBSITE (minute 536 and action log refers). It was noted this had been launched but that training for the Clerk and up to three Councillors to use it still has to be arranged.</li><li>d. MARKET PLACE AND BANDSTAND (minute 519c and action log refers). It was noted that a press release to promote the use of these was pending as there has not yet been a response from Hexham Community Partnership.</li><li>e. WINTER LIGHTS (minute 519d and action log refers). It was noted that a press release had been issued.</li><li>f. SOCIAL MEDIA TRAINING (minute 535 and action log refers). It was noted that possible training on site had been found and to agree availability dates once the new Administrative Officer is in post.</li><li>g. YOUTH COUNCIL (minute 538 and action log refers). It was noted that the High and Middle Schools both have representative bodies, the Middle School has a Parliament and the High School has a youth council which meets twice a term to discuss both school affairs and local matters. It was AGREED that, on a trial basis, Councillors will attend these sessions, provide input and report back to this Committee.</li><li>h. HEX-PRESS (minute 539 and action log refers). Information that the next edition will be sent to print on 19 November and distributed in the first week of December was noted.</li></ul>
545.	DECLARATIONS OF INTEREST: No declarations of interest were made.

546.	<p>MAYOR OF HEXHAM'S GUILD OF GUIDES: John DeStefano advised that this organisation was formed in 1991, when there were 15-20 Guides. The Guild is properly constituted and has a bank account. Records from 1994/95 show 600 people attended a guided walk. The Guild now has 9 members and 7 guides and provides free guided walks at 2.00pm every Tuesday and Sunday from June to September. All walks start outside the Abbey Shop and last from 1½ hours. Approximately 80 visitors a year now attend. Mr DeStefano suggested the Council may be able to help with advertising and public liability insurance. It was AGREED to have an article in the Hex-Press in spring/summer 2020, for Councillor Dodds to attend the Guild's AGM and to further discuss insurance cover with Hexham Community Partnership.</p>																																																																																				
547.	<p>DEMENTIA FRIENDLY: It was AGREED to defer consideration of this until the next meeting.</p>																																																																																				
548.	<p>2020/21 COMMITTEE BUDGET: The Committee considered estimates received and AGREED the following draft Committee budget:</p> <table border="1" data-bbox="391 861 1378 1879"> <thead> <tr> <th data-bbox="391 861 716 997"><b>COMMUNITY ENGAGEMENT COMMITTEE</b></th> <th data-bbox="716 861 852 997"><b>2019/20 Agreed budget</b></th> <th data-bbox="852 861 989 997"><b>2019/20 Spent at 30/9/19</b></th> <th data-bbox="989 861 1157 997"><b>2019/20 Estimated at 31/3/20</b></th> <th data-bbox="1157 861 1294 997"><b>2020/21 Draft Budget</b></th> <th data-bbox="1294 861 1378 997"><b>Ref</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="391 997 716 1081">Remembrance Day</td> <td data-bbox="716 997 852 1081">2500 *4550</td> <td data-bbox="852 997 989 1081">0</td> <td data-bbox="989 997 1157 1081">2200</td> <td data-bbox="1157 997 1294 1081">2500</td> <td data-bbox="1294 997 1378 1081">7800</td> </tr> <tr> <td data-bbox="391 1081 716 1113">Armed Forces Day</td> <td data-bbox="716 1081 852 1113">0</td> <td data-bbox="852 1081 989 1113">0</td> <td data-bbox="989 1081 1157 1113">0</td> <td data-bbox="1157 1081 1294 1113">3400</td> <td data-bbox="1294 1081 1378 1113">Tba</td> </tr> <tr> <td data-bbox="391 1113 716 1186">War Memorial Reserve</td> <td data-bbox="716 1113 852 1186">3000 *1900</td> <td data-bbox="852 1113 989 1186">0</td> <td data-bbox="989 1113 1157 1186">0</td> <td data-bbox="1157 1113 1294 1186">3000</td> <td data-bbox="1294 1113 1378 1186">5096</td> </tr> <tr> <td data-bbox="391 1186 716 1249">Website &amp; 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	Events							
	Ceremonial Events	3000	0	2000	1000	Tba		
	<b>TOTALS</b>	<b>55850</b>	<b>20656</b>	<b>46422</b>	<b>53500</b>			
<i>*Additional budget carried forward from 2018/19</i>								
549.	HEX-PRESS: It was AGREED to defer consideration of suggested content to the next meeting.							
550.	EGGER (UK) LTD: It was noted that the next liaison meeting will be on 14 November and AGREED that Councillors Hull, Ball and Pearson will represent the Town Council.							
551.	ADAPT (NE) AGM: It was noted that this will be held on 14 November but that no members of the Committee will be able to attend.							
552.	NEXT MEETING: It was AGREED that the next Committee meeting will be held on Monday 2 December 2019 at 6.30pm in the Council Office, St Andrew's Cemetery, Hexham.							

### Action Log

Provide an update on the Hexham Bellman costumes (minute 533a refers)	Councillor Ball
Arrange website training for the Clerk and Councillors Hull, Pearson and Dodds (minute 544c refers)	Clerk
Prepare a press release once HCP responded regarding the Market Place and bandstand (minute 544d refers)	Clerk
Contact No. 28 about fancy dress organisation for VE day 75 <sup>th</sup> anniversary celebration (minute 544e refers).	Councillor Ball
Arrange social media Training once the Admin Officer is in post (minute 544f refers)	Clerk
Volunteer to attend the QEHS Youth Council meetings (minute 544g refers)	All
Contact HCP again regarding the Guild of Guides insurance and prepare a piece for the Hex-Press (minute 546 refers)	Clerk/ Councillor?
List consideration of becoming a Dementia Friendly organisation on the next agenda (minute 547 refers)	Clerk
Consider content for the Hex-Press (minute 549 refers)	All

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.

Notes from a Meeting of the Remembrance Day Sub-Committee Members on 12 November 2019 (not formally minuted as the Sub-Committee as inquorate)

Present: Councillors R Hull and T G E Gillanders, and Mr T Robson, Mr P Clark, Mr J Dumbrell and Mr G Robinson

Councillor Hull thanked all for their work leading up to and at the Remembrance events.

It was noted that, in minute 309c, it should read J Robinson rather than P Robson.

The following were agreed:

- To have the programme professionally redesigned
- Alter the timings schedule (item 32 to be after 35, add Mayor's address at 42 and amend 44 to 10.56)
- Add bugler to arrive by 10.40 for briefing
- Raise issues with road closure signs, bollards, etc at the next HTC/NCC liaison meeting (3 December)
- Request Beaumont Hotel staff to remind guests when booking in of the road closure
- Ask NCC to prune the lower branches of the trees on the route to Benson's Gate
- Repair the broken barrier
- Operations Manager to rope off the parade exit to Benson's Gate
- Position speakers on the grass
- Get a name for the nominated "young person" cadet in advance
- Note names of regular wreath layers
- List Wing Commander Cook under RAF Pathfinders (rather than accompanying the RAF wreath layer)
- Write to 3RHA complimenting the Battery, RSM's cooperation, Honour Guard and addition of a drummer
- Instruct the guns not to fire until they hear the Last Post
- Get the Abbey procession to the Memorial earlier
- Start the bells at 10.40
- Thank the ACF and ATC Cadets for their attendance and participation at the War Graves and drill at the wreath laying ceremony
- Abbey Team: add instruction to ensure Standard holders are in place
- Benson's Gate Team: add instruction to line the parade exit route from the Memorial to Benson's Gate
- Get a soldier marshal to stop traffic at Eastgate
- Instead of ordering hi-viz waistcoats, order XXL blue RBL tabards with the poppy motif

It was noted that the next meeting of the Sub-Committee will be scheduled in early 2020 to consider the St George's Day parade by the Fifth Fusiliers (18 April), VE Day 75<sup>th</sup> anniversary celebration event (10 May) and the Armed Forces Day event (27 June).