



## HEXHAM TOWN COUNCIL

**I GIVE NOTICE** that an online meeting of the Community Engagement Committee Remembrance Day Sub-Committee will be held on Monday 28 September 2020 at 6.00pm when the following matters will be considered:

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

1. Apologies for absence.
2. To receive notes of the Community Engagement Committee Remembrance Day Sub-Committee meeting held 12 November 2019, enclosed.
3. Matters arising (if any).
4. Councillors' declarations of interest (see enclosed).
5. To consider Remembrance Day 2020.
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*).

A handwritten signature in blue ink, appearing to read 'Jane Kevan'.

Jane Kevan  
Town Clerk  
18 September 2020

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

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Hagenda0920CommunityEngagementRDaySubCommittee

## HEXHAM TOWN COUNCIL

### NOTES FROM A MEETING OF THE COMMUNITY ENGAGEMENT REMEMBRANCE DAY SUB-COMMITTEE MEMBERS ON 12 NOVEMBER 2019 (not formally minuted as the Sub-Committee was 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).

## **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.