



HEXHAM TOWN COUNCIL

I GIVE NOTICE that an online meeting of the Community Engagement Committee Remembrance Day Sub-Committee will be held on Friday 30 October 2020 at 2.00pm 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 Remembrance Day Sub-Committee meeting held 28 September 2020, 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*).

Jane Kevan
Town Clerk
26 October 2020

Hexham Town Council
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Hexham
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Hagenda1020CommunityEngagementRDaySubCommittee

HEXHAM TOWN COUNCIL

MINUTES OF THE COMMUNITY ENGAGEMENT REMEMBRANCE DAY SUB-COMMITTEE MEETING HELD ON 28 SEPTEMBER 2020

313.	PRESENT: Councillor T G E Gillanders in the Chair and Councillors R Hull, T Pearson, T Cessford and C Hanley and Messrs T Robson, G Robinson and J Dumbrell.
314.	No APOLOGIES FOR ABSENCE were received.
315.	NOTES of the meeting held on 12 November 2019, having been circulated, were AGREED.
316.	MATTERS ARISING: It was NOTED that many of the plans for this year would not be pursued because of Covid.
317.	DECLARATIONS OF INTEREST: No declarations of interest were made.
318.	REMEMBRANCE DAY 2020: The following were AGREED: a) To invite Vice Lord Lieutenant Mrs Bryony Gibson DL to attend and lay a wreath on behalf of the Queen. b) As there will not be a parade, place the barrier rope nearer to the War Memorial. c) Check the Council has sufficient matting for the wreath layers to march straight off from behind the Memorial. d) Mr Robson will contact the marshals. e) Councillor Gillanders will get sashes from the RBL for the marshals. f) The metal brackets will be used straight after the event for wreaths to be displayed. g) Wreaths will be removed from the Memorial at Easter. h) The poppy cross laying ceremony at the Cemetery will go ahead as usual on Saturday 7 November. i) The Order of Service information will be moved to page two of the Service of Remembrance. j) Mr Dumbrell will be the ex-serviceman after the Reveille. k) Councillor Gillanders will circulate an amended Service of Remembrance before it is printed. l) Councillor Gillanders will check the timings with the Rev David Glover.
319.	NEXT MEETING: It was AGREED that the next Committee meeting will be held online on Monday 16 November 2020 at 6.00pm.

Action Log

Invite Mrs Bryony Gibson (minute 318a refers)	Clerk
Arrange meeting regarding position of ropes, etc (minute 318b)	Clerk/Operations Manager
Check matting (minute 318c)	Clerk/Operations Manager
Contact the marshals (minute 318d)	Mr Robson
Get sashes (minute 318e)	Councillor Gillanders
Make agreed changes to the Service of Remembrance and recirculate it (minute 318i/k)	Councillor Gillanders
Check the timings with Rev David Glover (minute 318l)	Councillor Gillanders

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.