



HEXHAM TOWN COUNCIL

I GIVE NOTICE that an online meeting of the Community Engagement Remembrance Day Sub-Committee will be held on Thursday 2 September 2021 at 6.00pm when the following matters will be considered:

A G E N D A

1. To note members are Councillors L Williscroft-Ferris, S Fairless-Aitken, D Kennedy and C Ponsford and Mr T Gillanders, Mr T Robson, Mr P Clark, Mr J Dumbrell, Mr G Robinson, Ms W Breach, Ms C Westgate and Ms C Booth.
2. Apologies for absence.
3. To receive minutes of the Community Engagement Remembrance Day Sub-Committee meeting held 30 October 2020, enclosed.
4. Matters arising (if any).
5. Councillors' declarations of interest (see enclosed).
6. To consider Remembrance events in 2021.
7. To consider how to mark the RBL centenary.
8. To agree a date and time for the next meeting.
9. 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 August 2021

Hexham Town Council
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Hagenda0921CERDay

HEXHAM TOWN COUNCIL

MINUTES OF THE COMMUNITY ENGAGEMENT REMEMBRANCE DAY SUB-COMMITTEE MEETING HELD ON 30 OCTOBER 2020

320.	PRESENT: Councillor T G E Gillanders in the Chair and Councillors T Cessford and C Hanley, and Messrs T Robson, G Robinson, J Dumbrell and P Clark.
321.	No APOLOGIES FOR ABSENCE were received.
322.	MINUTES of the meeting held on 28 September 2020, having been circulated, were AGREED.
323.	MATTERS ARISING: It was NOTED that <ol style="list-style-type: none">a. Mrs Bryony Gibson, Vice Lord Lieutenant DL, has a wreath and will attend to lay a wreath with the Mayor at 11.00am.b. The meeting regarding the position of ropes has not taken place as this is no longer a publicised event due to Covid regulations.c. Additional matting has been purchased but will not be used this year as wreath layers (other than as above and those representing the Armed Forces) are being contacted to ask that they not attend at 11.00am on Remembrance Sunday 8 November and lay wreaths after that time but before 11.00am on 11 November.d. Marshals, and therefore also sashes, will not be required this year.e. Service of Remembrance booklets will not be printed but service sheets will be provided for the limited number attending at 11.00am.f. Rev Glover has provided Councillor Gillanders with timings.
324.	DECLARATIONS OF INTEREST: No declarations of interest were made.
325.	REMEMBRANCE DAY 2020: The following were AGREED: <ol style="list-style-type: none">a) The bugler is still required.b) No PA equipment is required this year.c) Mr Dumbrell will provide “the older person says...”.d) A Cadet will be asked to attend for “the younger person says...”e) Rev Glover will be asked to ensure that the Abbey bells will not be rung at any time on Remembrance Day.f) The Operations Manager will set up the false grave for the day but does not need to attend.g) The metal brackets will be used after 11 November for the wreaths to be displayed.h) Wreath layers will be contacted about laying the wreaths socially distanced over three days and be advised if they have ordered and not received wreaths yet to collect them from Councillor Gillanders having let him know in advance when this will be done.

	i) The poppy cross laying ceremony at the Cemetery will go ahead as usual on Saturday 7 November, meeting at 10.00am.
326.	NEXT MEETING: It was AGREED that the next Committee meeting will be held online on Monday 16 November 2020 at 6.00pm.

Action Log

Photocopy 10 service sheets (minute 323e refers)	Clerk
Contact Sean Ferguson to request a Cadet attends on Remembrance Day and to confirm Cadets' attendance on the Saturday (minute 325d)	Clerk
Contact Rev Glover and request he ensures the Abbey Bells will not be rung (minute 325e)	Clerk
Set up false grave and railings (minute 325f and 325g)	Operations Manager
Contact wreath layers (325h)	Clerk

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.