



HEXHAM TOWN COUNCIL

I GIVE NOTICE that an online meeting of the Community Engagement Committee will be held on Thursday 23 September 2021 at 6.00pm 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 meeting held 15 July 2021, enclosed.
3. Matters arising (if any).
4. To receive minutes of the Remembrance Day Sub-Committee meeting held 2 September 2021, enclosed.
5. Councillors' declarations of interest (see enclosed).
6. To consider how to progress the Tourism Strategy.
7. To consider any updates on, and content for, the Hex-press.
8. To receive an update from Hexham Community Partnership, including on Spook Night.
9. To consider the Christmas lights switch-on event.
10. To consider Councillors' badges/cards for the Market stall.
11. To consider the QEHS Freshers Fair.
12. To consider the request from Hexham Salvation Amy's Community Mission Facilitator (forwarded to all Councillors on 2 August).
13. To consider any Hexham in Bloom or Town Twinning updates.
14. To agree a date and time for the next meeting.
15. 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
17 September 2021

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

01434 609575
clerk@hexhamtowncouncil.gov.uk
Hagenda0921CommunityEngagement

HEXHAM TOWN COUNCIL
DRAFT MINUTES OF THE COMMUNITY ENGAGEMENT COMMITTEE MEETING
HELD ONLINE ON 15 JULY 2021

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| 700. | PRESENT: Councillors L Williscroft-Ferris, M Domingue, S Fairless-Aitken, P Grennan, D Kennedy, G O'Farrell, C Ponsford and A Smith. |
| 701. | APOLOGIES FOR ABSENCE were received from Councillor S Ball. |
| 702. | MINUTES of the meeting held on 17 June 2021, having been circulated, were AGREED. |
| 703. | <p>MATTERS ARISING:</p> <ul style="list-style-type: none"> a. COMMITTEE MEMBERS (minute 687 refers). It was noted that Councillor G O'Farrell has replaced Councillor T Cessford. b. GENERIC EMAIL ADDRESSES (minute 695b and action log refers). It was AGREED not to pursue this. c. YOUTH FORUM (minute 695c and action log refers). It was noted an email had been sent on 30 June. d. SOCIAL MEDIA STRATEGY (minute 695g and action log refers). It was AGREED that a community noticeboard will replace the Mayor's Welcome page on the website. Councillor requests for additions to the website or on social media were discussed and it was AGREED they should be first agreed by at least two of the Committee Chairs. e. POVERTY PROOFING (minute 695i and action log refers). It was noted that the criteria for Grant Aid had been looked at and a document will be circulated to Committee members. It was also AGREED to plan drop-in sessions at No. 28. f. BELLMAN AUDITIONS (minute 696 and action log refers). It was noted these are pending. g. LOTTERY FUNDING (minute 698 and action log refers). It was noted that an application for amplification equipment had been submitted. |
| 704. | DECLARATIONS OF INTEREST: No declarations of interest were made. |
| 705. | REMEMBRANCE DAY SUB-COMMITTEE: It was AGREED that Councillors Williscroft-Ferris, Fairless-Aitken, Kennedy and Ponsford will be members, together with Mr T Gillanders, Mr T Robson, Mr P Clark, Mr J Dumbrell, Mr G Robinson, Ms W Breach and Ms C Westgate. |
| 706. | <p>HEXHAM COMMUNITY PARTNERSHIP: Jez Light from HCP advised that unfortunately the Big Day Out event would not take place this summer. However, other planned events include:</p> <ul style="list-style-type: none"> a. Core Music Bandstand sessions (Thursdays and Sundays 22 July to 12 September) b. Animating Hexham (9-12 September) |

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| | <ul style="list-style-type: none"> c. Heritage Open Days (the theme this year is Edible England) (10-19 September) d. Hexham Abbey Festival (in a truncated form) (16 & 17 September) e. Spook Night (30 October) f. Two “Cooks of Hexham” November Club productions 12 & 13 November g. Lantern Parade (and hopefully late night shopping) on 19 November h. Festival of Flame (and Christmas Lights Switch-on event) on 26 November i. Christmas Market (11 December) <p>He also advised events planned for 2022 include a jazz festival, Hexham Pride, Feast of Nations (based on the Commonwealth for the Queen’s Jubilee) and 40 Illuminated Sheep.</p> |
| 707. | <p>HEXPRESS: It was noted that the final printed edition timetable is final deadline for submission 19 August; Hexpress editorial board sign-off (via email) 24 August; go to print 3 September; newsletters go to distributors 6 September. Future editions will be digital with some hard copies left at strategic places.</p> |
| 708. | <p>HEXHAM TOURISM STRATEGY: It was AGREED to defer consideration of this to the next meeting.</p> |
| 709. | <p>HEXHAM IN BLOOM AND TOWN TWINNING UPDATES: It was noted that the Town Twinning Association is looking forward to resuming visits post-Covid and would like streets in Hexham named Noyon and Metzigen. It was also noted that Hexham in Bloom has had difficulty sourcing plants so planted hydrangeas which may or may not be permanent; is planning for next year’s Jubilee; will be looking for new planters; and that Councillor O’Farrell will meet with the Council’s Operations Manager. The Hexham Space for Nature walk on 13 July was also noted.</p> |
| 710. | <p>COMMUNITY ENGAGEMENT PROJECTS: A discussion on this included the following:</p> <ul style="list-style-type: none"> a. FARMERS MARKET. The first stall on 26 June was very successful. Many issues were raised but the issues raised most were the pedestrianisation of the Market Place, public toilets, and the condition of the town centre. It was AGREED that concerns and suggestions will be monitored but action will be taken where possible. It was also AGREED to make a list of what is already happening, such as funding of the Bandstand Project, for the next stall on 24 July. b. FULL COUNCIL PRESENTATIONS. It was AGREED to invite Gary Wilson from the Hexham Business Group and Mike Colman from Core Music to speak at the August meeting. It was further AGREED to invite Sam Gilchrist and Gill Turner to speak on poverty proofing at the October meeting. |

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| | <p>c. INSTAGRAM. It was AGREED to set up an account.</p> <p>d. ALLOTMENTS IN THE EAST END OF HEXHAM. A wish to pursue this possibility was discussed.</p> <p>e. BLENDED MEETINGS. The possibility of this was discussed.</p> <p>f. ARMED FORCES DAY BUDGET. It was AGREED to recommend to the Finance & General Purposes Committee that the unused 2021/22 budget of £3400.00 be transferred to the Tourism Support Fund.</p> |
| 711. | NEXT MEETING: It was AGREED that the next Committee meeting will be held at the Cemetery office (to be confirmed) on Thursday 12 August 2021 at 6.00pm. |

Action Log

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| Arrange the website community noticeboard (minute 703d) | Admin Officer |
| Work on a social media strategy (minute 703d) | Councillor Grennan, Clerk and Admin Officer |
| Distribute poverty proofing document (minute 703e) | Councillor Ponsford |
| Progress the Bellman auditions (minute 703f) | Councillor Ball |
| Arrange a R Day Sub-Committee meeting and include the RBL centenary in the agenda (minute 705) | Clerk |
| List Tourism Strategy on the next agenda (minute 708) | Clerk All Councillors to read |
| Arrange HinB related meeting (minute 709) | Councillor O'Farrell/Operations Manager |
| Invite speakers for August and October meetings (minute 710b) | Clerk |
| Set up an Instagram account (minute 710c) | Admin Officer |
| Refer budget transfer to the F&GP Committee (710f) | Clerk |

Chairman

HEXHAM TOWN COUNCIL

MINUTES OF THE COMMUNITY ENGAGEMENT REMEMBRANCE DAY SUB-COMMITTEE MEETING HELD ON 2 SEPTEMBER 2021

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| 327. | PRESENT: Councillor L Williscroft-Ferris in the Chair and Councillors S Fairless-Aitken and D Kennedy, and Messrs T Gillanders, T Robson, G Robinson, J Dumbrell and P Clark, and Ms W Breach, Ms C Westgate and Ms C Booth. |
| 328. | SUB-COMMITTEE MEMBERS: It was noted that 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. |
| 329. | APOLOGIES FOR ABSENCE were received from Councillor Ponsford. |
| 330. | MINUTES of the meeting held on 30 October 2020, having been circulated, were AGREED. |
| 331. | MATTERS ARISING: It was NOTED that all actions listed had been completed. |
| 332. | DECLARATIONS OF INTEREST: No declarations of interest were made. |
| 333. | REMEMBRANCE DAY 2021: The following were AGREED: <ul style="list-style-type: none">a) To have a white poppy wreath laid whilst the honour guard are present, and for this to be included in the programme.b) Subject to the Rector's agreement and copyright issues, for a Sassoon poem to be added after the prayer (or to be included in the Mayor's speech).c) For the Town Council to make a donation to a Veterans' charity.d) To seek alternatives to plastic poppies and wreaths for 2022 onwards.e) To amend timings regarding when the brass band stop playing and for the Mayor to be at the memorial area.f) For the Mayor's speech to include quotes from the Mayors of Noyon and Metzingen.g) To pursue the usual pre-event tasks. |
| 334. | MARKING THE RBL CENTENARY: It was AGREED to pursue the availability and cost of RBL sashes or similar for the marshals to wear. It was also noted that 2021 is the centenary of the war memorial and cottage hospital being unveiled/opened and this should be publicised in the programme, Mayor's speech and Courant. |
| 335. | NEXT MEETING: It was AGREED that the next Committee meeting will be held online on Tuesday 5 October 2021 at 6.00pm. |

Action Log

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| Research availability of plastic-free white wreath and include laying of white wreath in the programme (minute 333a) | C Westgate/ Clerk |
| Check copyright re poem (minute 333b) | Councillor Fairless- Aitken |
| Consider veterans' charities (minute 333c) | All |
| Research if RBL provide non-plastic wreaths and consider knitted wreaths (Mothers' Union?) (minute 333d) | T Gillanders/All |
| Amend timings (333e) | Clerk |
| Obtain quotes from Town Twinning Mayors (minute 333f) | Councillor Kennedy |
| Pursue pre-event tasks (minute 333g) | Clerk |
| Arrange meeting with David Glover (minute 333g) | Clerk/T Robson |
| Include centenary in booklet and Mayor's speech (minute 334) | Clerk/Councillor Kennedy |
| Contact Courant re centenary (minute 334) | Councillor Williscroft- Ferris |

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.