



HEXHAM TOWN COUNCIL

I GIVE NOTICE that an online meeting of the Community Engagement Remembrance Day Sub-Committee will be held on Tuesday 5 October 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 Remembrance Day Sub-Committee meeting held 2 September 2021, enclosed.
3. Matters arising (if any).
4. Councillors' declarations of interest (see enclosed).
5. To further consider Remembrance events in 2021, including the laying of crosses on the War Graves in St Andrew's Cemetery, the laying of a cross on the grave in St Mary's Churchyard, and the laying of a wreath at the War Memorial boards in the General Hospital on Saturday 13 November.
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
29 September 2021

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

01434 609575
clerk@hexhamtowncouncil.gov.uk
Hagenda1021CERDay

HEXHAM TOWN COUNCIL

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

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

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.