



HEXHAM TOWN COUNCIL

I GIVE NOTICE that an online meeting of the Community Engagement Remembrance Day Sub-Committee will be held on Monday 1 November 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 5 October 2021, enclosed.
3. Matters arising (if any).
4. Councillors' declarations of interest (see enclosed).
5. To further consider Remembrance events in 2021.
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
26 October 2021

Hexham Town Council
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Hexham
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Hagenda1121CERDay

HEXHAM TOWN COUNCIL

MINUTES OF THE COMMUNITY ENGAGEMENT REMEMBRANCE DAY SUB-COMMITTEE MEETING HELD ONLINE ON 5 OCTOBER 2021 (6.00-7.20pm)

336.	PRESENT: Councillor L Williscroft-Ferris in the Chair and Councillor D Kennedy, Messrs T Gillanders, G Robinson, J Dumbrell and A Hodgson, Ms W Breach and Mrs C Westgate.
337.	APOLOGIES FOR ABSENCE were received from Councillors Fairless-Aitken and Ponsford, Ms C Booth and Mr P Clark. It was also noted that Mr T Robson is unwell. It was AGREED that Mr A Hodgson will join the Sub-Committee instead and to send Mr Robson a card from the Sub-Committee wishing him a full and speedy recovery.
338.	MINUTES of the meeting held on 2 September 2021, having been circulated, were AGREED.
339.	<p>MATTERS ARISING:</p> <ul style="list-style-type: none">a. WHITE WREATH (minute 333a and action log refers). It was noted that Mrs Westgate will make this wreath so it is plastic-free.b. SASSOON POEM (minute 333b and action log refers). It was noted that alternative poems are being considered.c. VETERANS' CHARITIES (minute 333c and action log refers). It was noted that traditionally a donation is sent to the Royal British Legion (RBL).d. NON-PLASTIC WREATHS (minute 333d and action log refers). It was noted that RBL advise they are progressing to totally plastic free poppies and at the moment the leaf and petals are made from paper so are completely recyclable. The stem and button are made from recyclable plastic and Sainsbury's recycle them. Work is ongoing for recyclable wreaths.e. TIMINGS (minute 333e and action log refers). It was noted that revised timings had been sent with the agenda.f. TOWN TWINNING MAYORS' QUOTES (minute 333f and action log refers). It was noted these are pending.g. PRE-EVENT TASKS (minute 333g and action log refers). It was noted these are being progressed.h. MEETING WITH RECTOR (minute 333g and action log refers). It was noted the Clerk, Mr Hodgson and Mr Gillanders will meet with the Rector on 12 October.i. CENTENARY (minute 334 and action log refers). It was noted this will be included in the Mayor's speech.j. COURANT (minute 334 and action log refers). It was noted a meeting is pending.
340.	DECLARATIONS OF INTEREST: No declarations of interest were made.
341.	REMEMBRANCE EVENTS 2021: The following were AGREED:

	<p>a) To lay poppy crosses at the Cemetery war graves on Saturday 13 November with the Mayor doing the readings, followed by laying a cross on the grave in St Mary's Churchyard.</p> <p>b) To contact the Hospital Chaplain regarding laying a wreath at the War Memorial boards in the Hospital.</p> <p>c) To revise the Service of Remembrance booklet as worked on by Ms Breach. Further minor amendments AGREED were to update the Vice Lord Lieutenant name from Bryony Gibson to Caroline Pryer; remove the sentence about the final poppy wreath being laid by Veterans for Peace; remove the 4th and 8th Battalion and 3rd Reconnaissance Regiment references and also British Red Cross (Hexham). It was further AGREED to order 1000 copies, in black and white glossy paper.</p> <p>d) To invite the following and their partners to the buffet lunch: Sub-Committee members; Town and County Councillors; MP; 3RHA's Commanding Officer and RSM; Lord Lieutenant; Rector and other faith organisation representatives; and representatives of two of the local wreath laying organisations.</p>
342.	NEXT MEETING: It was AGREED that the next Committee meeting will be held online on Monday 1 November 2021 at 6.00pm.

Action Log

Consider poems (minute 339b)	Councillors Fairless-Aitken and Kennedy
Obtain quotes from Town Twinning Mayors (minute 339f)	Councillor Kennedy
Continue pre-event tasks (minute 339g)	Clerk
Contact Courant (minute 339j)	Councillor Williscroft-Ferris
Contact the Hospital Chaplain (minute 341b)	Clerk
Revise and order 1000 copies of the Service of Remembrance booklet (minute 341c)	Ms W Breach
Send buffet invites (minute 341d)	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.