



HEXHAM TOWN COUNCIL

I GIVE NOTICE that a meeting of the Community Engagement Remembrance Events Sub-Committee will be held on Thursday 7 September 2023 at 5.15pm at the Town Council office 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 Events Sub-Committee meeting held 20 July 2023, enclosed.
3. Matters arising (if any).
4. Councillors' declarations of interest (see enclosed).
5. To further consider Remembrance events in 2023.
6. To agree a date and time for the next meeting.

Jane Kevan
Locum Town Clerk
1 September 2023

Hexham Town Council
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St Andrew's Cemetery
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Hexham
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Hagenda0923CEREvents

HEXHAM TOWN COUNCIL

DRAFT MINUTES OF THE COMMUNITY ENGAGEMENT REMEMBRANCE EVENTS SUB-COMMITTEE MEETING HELD ON 20 JULY 2023 (5.30pm-6.20pm)

COUNCILLORS PRESENT:

Suzanne Fairless-Aitken (Chair), Derek Kennedy and Lee Williscroft-Ferris.

ALSO, IN ATTENDANCE:

Jeanette Dodd (Clerk), John Dumbrell (Rotary), Cathy Booth (HTTA) and Alan Hodgson (Club 41)

The meeting was held via weblink.

CERS 23/1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Caroline Westgate and George Robinson.

CERS 23/2 MATTERS ARISING

The Sub-Committee wished to formally acknowledge receipt of correspondence received from Mr Tom Gillanders, which provided details of his departure from the Sub-Committee.

It was important to the Sub-Committee that decisions about the Remembrance Events remain democratic and inclusive.

Members thanked Mr Gillanders for his valuable contribution to the Sub-Committee including provision of the local soldier biographies which had greatly enhanced the Remembrance Event.

CERS 23/3 DECLARATIONS OF INTEREST

There were no declarations of interest.

CERS 23/4 REMEMBRANCE EVENTS 2023

The Remembrance weekend of events in 2022 had largely been a great success. Members AGREED that the 2023 events should follow a similar format. Any significant changes depended upon the attendance of 3RHA and/or the 5th Fusiliers. An initial invite had already been circulated and would be followed up.

Mayor Derek Kennedy agreed to make visits to the War Graves at the Cemetery and Hexham Hospital on the Saturday.

An offer to provide a paragraph of words from both the Mayors at Metzingen and Noyon for his speech was made. Councillor Kennedy agreed to reciprocate with a short speech of his own. The speech should fill the four minute window from 10.50 to 10.54am.

A Peace Walk was to be held on the Saturday and the organisers asked for assistance from the Town Council with completing an Event Notifications form for the Safety Advisory Group and providing Public Liability Insurance cover for the event.

A Peace Vigil would be held separately.

It was again planned to run a Children's Poetry Competition on the subject of war and remembrance.

As usual a reception for invited guests would be held at The Beaumont Hotel following the Act of Remembrance event.

A list of further actions required before the next meeting would be attached to the Minutes.

CERS 23/5 NEXT MEETING.

The next Sub-Committee meeting will be held at 5.15pm on Thursday 7 September 2023, followed by a meeting of the Community Engagement Committee to be held in the Town Council Offices.

Mr Alan Hodgson gave his apologies as he arrived after the meeting had concluded. He raised the following items for consideration:

- Confirmation from 3RHA / 5th Fusiliers about which exit they intended taking Bensons Monument or Fusiliers gate
- Whether there was to be a Piper this year and if so where this might occur in the schedule.
- Provision of a Brass Band
- Provision of matting chairs and roping by the Town Council operatives
- Provision and placing of Microphone and PA

Action Log

Follow up on contact made with 3RHA and 5 th Fusiliers Send out invites to other organisations including Scouts, Guides, ATC, RAFA, Boys Brigade etc.	Clerk
Peace Walk separate TC to support with completing Safety Advisory Group application (SAG) and Public Liability Insurance (Risk Assessment)	Clerk
Book Beaumont function room for 12.30pm Sunday	Clerk
Contact the Abbey to confirm Service time	Clerk/Cllr Fairless Aitken
Contact RBL to liaise with Clerk re additional businesses wishing to lay wreaths this year	Cllr S Fairless Aitken
Liaise with Mr Freeman Myers QEHS re War Poetry competition	Cllr S Fairless Aitken
Contact Queens Hall re Recycle Box	Cllr S Fairless Aitken
HTTA to contact Mayors at Metzingen and Noyon for a paragraph to add to address by Hexham Mayor	C Booth
Draft a speech to send to Mayors at Metzingen and Noyon	D Kennedy
Contact Piper to ask whether available	Clerk
Contact Brass Band to provisionally book	Clerk
Matting, Chairs and Roping	Clerk/Operations Manager
Microphone and PA	Clerk/Projects
Road Closure Notice required?	Clerk
Remembrance Programme - locate last years to reconfigure	Clerk/Cllr SFA
Ascertain preferred exit of 3RHA and 5 th Fusiliers	Clerk

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.