

MINUTES OF A MEETING OF THE CIVIC COMMITTEE
HELD IN THE COUNCIL CHAMBER, KING'S HOUSE,
THETFORD, ON WEDNESDAY 18th JANUARY 2017 AT 10.00 a.m.

Present

The Mayor Councillor T J Jermy

Councillors:

Mrs S J Armes
C Harvey
J Newton
S N H Wright

Mrs B J Canham
Mrs J Hollis
Ms F Robinson

Non-Voting Councillors:

R F W Brame
M Taylor

D M Crawford

Officers in attendance:

Tina Cunnell
Kerry Leeder
Chris Crimmen

Town Clerk
Civic Secretary
Committee Secretary

Also in attendance:

Margaret Ince

Thetford Twinning Association

Minutes

- 573/16 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS
None.
- 574/16 APOLOGIES FOR ABSENCE
None.
- 575/16 MINUTES
Resolved the minutes of the Committee's meeting, held on 2nd June 2016, as received by Full Council on 28th June 2016, be confirmed as a true record and signed/initialled by the Chairman.
- 576/16 TWINNING ASSOCIATION
The Vice Chairman of the Twinning Association reported the visit in August from six members of the Les Ulis Twinning Association to celebrate 20 years of twinning.
Four members of their association visited Hurth in September to celebrate 40 years of twinning and they had invited guests from all their twin towns.
They had 2 successful fund raising events in 2016 and will repeat those events this year. The Norfolk Association of Twinning Communities is planning a county event on 11th August 2018 to celebrate the end of WW1.
- 577/16 CIVIC POLICY
The Chairman introduced the draft Civic Policy and the committee reviewed the document. There followed a discussion and the following amendments underlined were made:

- Page 11 – Mayoress/Consort
The Partner must live at the same address as the Mayor After a discussion this line was deleted.
- Page 12 – Mayoral Diary
If no invitation has been communicated to the Town Council office the Mayor is not allowed to wear the Chain of Office at the function.
- Pages 12-13 – Civic Robes and Hats

The original paragraph with proposed amendments in red was:
Robes must be worn on all nominated civic and ceremonial occasions, failure to do so will result in the individual being refused participation in the ceremony, event or meeting. When wearing robes suitable, smart dress must be worn as clothing beneath robes is clearly visible.

During indoor civic events and meetings, hats may be removed with the exception of the female Councillors who must wear their civic headdress at all times (including church). **Female Councillors may however request, through the Mayor, permission to remove hats at Ceremonial Full Council meetings once prayers have taken place and before the full agenda commences.**

Councillor Ms F Robinson proposed and Councillor C Harvey seconded that within this chamber the Council treat men and women equally and do not enforce wearing hats.

There followed a recorded vote by Councillors:

For the motion:	Against the motion:
T Jermy	S Wright
Ms F Robinson	Mrs B Canham
C Harvey	Mrs S Armes
	J Newton
	Mrs J Hollis

The motion was defeated.

Councillor Mrs J Hollis proposed and Councillor J Newton seconded that During indoor civic events and meetings all Councillors should wear hats and once prayers have taken place and before the full agenda commences the Mayor can give permission for Councillors to remove their hats if they wish to do so.

There followed a recorded vote by Councillors:

For the motion:	Against the motion:	Abstained:
S Wright	C Harvey	T Jermy
Mrs B Canham		Ms F Robinson
Mrs S Armes		
J Newton		
Mrs J Hollis		

The motion was carried and will replace the second paragraph.

- Page 13 – Mayors Ball and other formal events hosted by the Mayor.

The first paragraph will now read:

It is customary for events to be held at a Town Council venue and at any time of the year at the discretion and convenience of the Mayor.

- Page 15 – Overseas Visits

The whole page was referred back to the next Civic Committee meeting so that it can be researched fully prior to a decision.

- Page 18 – Civic Secretary Roles and Responsibilities

The whole page was referred to the Personnel Committee so that they can review and amend if necessary.

RECOMMENDATION: Thetford Town Council accept the amended Civic Policy (see appendix A).

578/16

LES ULIS VISIT 17th FEBRUARY 2017

The Chairman stated that this had been the subject of an email and there was general agreement. She formally requested the Committee retrospectively agree funding for the Mayoral visit to Les Ulis. This was agreed unanimously by the Committee.

RESOLVED: To retrospectively agree funding for the Mayoral visit to Les Ulis.

The Mayor requested that the Council pay for the cost of travel for his Consort on the Mayoral visit to Les Ulis. There followed a vote. 5 For the proposal. 1 against. 2 Abstentions. The motion was carried.

RESOLVED: To retrospectively agree funding for the Mayors Consort to attend the visit to Les Ulis.

The Chairman would like to agree a civic gift to commemorate the 40th anniversary of their founding. It was agreed to spend up to £100 on this gift.

RESOLVED: It was agreed to spend up to £100 on a gift for Les Ulis to commemorate the 40th anniversary of their funding.

579/16

MAYORS BOOKING FORM

The Chairman introduced a new booking form to be used when requesting the Mayors presence at an event (see appendix C). This was approved and the Civic Secretary was asked to place this document onto the Council website.

580/16

CIVIC OFFICER/WORKS FOREMAN

The Chairman asked the Committee to discuss and agree the use of the Civic Officer/Works Foreman during a normal working day for non-formal events (non-robed). It was stated by the current Mayor that this role is invaluable to an incoming Mayor as the Officer, in addition to his duties, has experience which allows him to offer advice on the procedure and the role of the Mayor whilst at events held in other towns.

It was decided to pass this matter to the Personnel Committee and await their report.

581/15

THETFORD TOWN CRIER

The Chairman asked Councillors to discuss a request for the Council to pay a mileage allowance for the Thetford Town Crier to compete in the World Championship competition in Chester.

RESOLVED: Thetford Town Council will pay a mileage allowance, not exceeding £100, for the Thetford Town Crier to compete in the World Crier Championship competition in Chester.

582/16

MAYORS CADETS

The Chairman asked Councillors to discuss the role of the Mayors Cadet. It was felt that there should be a clear role defined for the Mayors Cadets so that the Mayor and Council can make the most of their presence at Mayoral and Council events. It was decided that the Civic Secretary would investigate this matter and find out how other Councils make use of their cadets so the Council can adopt a written process.

583/16

ITEMS OF URGENT BUSINESS
LONE WORKERS

The Chairman will cost the price of a replica Chain of Office that can be worn when the Mayor is unaccompanied.

584/16

PRESS RELEASES

None.

585/16

EXCLUSION OF PRESS AND PUBLIC

To consider resolving that, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded for any remaining items of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed.

Chairman.

ACTION POINTS	BY WHOM	BY WHEN
To amend the Civic Policy taking into account the changes made 18/01/2016	Civic Secretary	ASAP
To place Overseas Visits on next agenda	Committee Secretary	Next Civic Agenda
Pass the Civic Secretary roles and responsibility to Personnel Committee	Civic Secretary	ASAP
Pass the Civic Officer roles and responsibility to Personnel Committee	Civic Secretary	ASAP
To clarify the role of the Mayors Cadets with Kings Lynn Council	Civic Secretary	ASAP
To place the Mayors Allowance on Full Council.	Town Clerk	31/01/2017