

MINUTES OF A MEETING OF THE CIVIC COMMITTEE
HELD IN THE COUNCIL CHAMBER, KING'S HOUSE,
THETFORD, ON THURSDAY 2nd MARCH 2017 AT 10.00 a.m.

Present

The Mayor Councillor T J Jermy

Councillors:

Mrs B J Canham (Chairman)

C Harvey

Mrs J James

D M Crawford

Mrs J Hollis

J Newton

Officers in attendance:

Tina Cunnell

Kerry Leeder

Chris Crimmen

Town Clerk

Civic Secretary

Committee Secretary

Also in attendance:

Janet Smith Gibbons

Thetford Twinning Association

Minutes

- 710/16 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS
None.
- 711/16 APOLOGIES FOR ABSENCE
Apologies were received from Councillors Mrs S J Armes, Ms F Robinson and S N H Wright.
- 712/16 MINUTES
Resolved the minutes of the Committee's meeting, held on 18th January 2017, as received by Full Council on 31st January 2017, be confirmed as a true record and signed/initialled by the Chairman.
- 713/16 ACTION POINTS
The Chairman reviewed last month's action points and all actions had been carried out prior to this meeting.
- 714/16 TWINNING ASSOCIATION
The Chairman of the Twinning Association reported that since the last Civic Committee meeting Thetford Twinning Association has held their AGM at which our committee was re-elected. Their next Committee meeting will be on Monday, 6th March 2017. On that date they will be confirming dates for events planned for the coming year, which they expect will include a visit to Les Ulis for the 'French leg' of the celebration of 20 years of Twinning, and a visit from people from VICS (Vereniging Internationale Contacten Spijkenisse - which means Spijkenisse Association of International Contacts) when the Dolphins Swimming Club hold their annual Gala with Spijkenisse and Hurth which will be held in Thetford this year.
Fundraising events will include a cake stall supporting Thetford Gardens and Allotment Club at their Annual Show in September and an Autumn Fair.

The association are considering taking part in an event being organised by the NATC (Norfolk Association of Twin Communities) in Dereham in August 2018 to mark the centenary of the end of the first World War (it's not being held in November as there will be many other events held then). If they take part we will invite a small number of people from each twin town as places at the Dereham event will be limited.

At this point Councillor D M Crawford joined the meeting.

715/16

LES ULIS VISIT 17th FEBRUARY 2017

The Mayor gave a report to the Committee on his visit to Les Ulis. He will make his report and photographs available for the Town Newsletter.

716/16

CIVIC GIFT

The Mayor reported he had taken a gift of an engraved paperweight to Les Ulis to commemorate the 40th anniversary of twinning with Thetford.

717/16

PRIORITIES FOR THE CIVIC COMMITTEE

The Chairman asked Councillors for their priorities for the Civic Committee and these were then transferred to a flip chart and discussed by the committee. Councillor D Crawford recommended and Councillor C Harvey seconded:

RESOLVED: The Civic Committee recommend the following priorities are added to the Thetford Town Corporate Plan:

PRIORITY 1 - TWINNING	
To work more closely with our twin towns to strengthen the bond between us.	
AIMS/ACTIONS	
1	Host one high profile twinning event each year.
2	Involve the community more in our twinning events.
3	Promote twinning in partnership with the Twinning Association.
PRIORITY 2 – MAYORAL	
To promote the Mayor and Mayoralty as much as possible.	
AIMS/ACTIONS	
1	Check all our Mayoral information is up-to-date.
2	Promote our Mayoralty more.
3	Hold regular Civic meetings.
4	Become more knowledgeable on our civic regalia.
PRIORITY 3 – MARKETING	
To successfully deliver all civic events (including making sure our events are the best possible value for money) and make sure all civic events are publicised as much as possible.	
AIMS/ACTIONS	
1	To be responsible for marketing all civic events.
2	Develop a marketing strategy for all civic events.
3	To gain as much publicity and support for civic events as possible.

718/15

OVERSEAS VISITS

The Chairman stated that the committee had been asked to discuss this to recommend a way forward to be added to the Civic policy and there followed a discussion on overseas visits by the Mayor of Thetford. The Civic Officer had contacted nine local councils and had produced a table (see appendix A). It was agreed that in future:

- The Council should send the Mayor plus one other (to be chosen by the Mayor, it could be the Consort/Chair Civic Links/Deputy Mayor etc.) who will help the Mayor during his visit.
- That usually the Mayor makes one overseas visit during their Mayoral year although on rare occasions it could be more.
- The International Civic Links Budget should be viewed as a four year rolling budget with any underspend going forward into reserves.
- When invitations arrive they should be dealt with immediately by email to select the Council representatives and the travel arrangements.
- On the return of the Mayor he/she should issue a report of the visit and this should be circulated in the local press/Council website and Social media.

The Civic Officer will now update the Civic Policy using the guidelines above and add the Civic Policy as an item to the agenda of the next Civic Committee.

719/16

REVIEW OF CIVIC & MAYORS BUDGETS

After a discussion it was agreed to call the Mayors Allowance the Mayors Responsibility Fund and the following should be transferred from this budget to Civic Budget with any monies over given back to the Mayors Responsibility Fund:

- Mayor Making
- Civic Service
- Civic Reception
- Carol Service

RESOLVED: The Mayors Allowance will now be called the Mayors Responsibility Fund and the following should be transferred from this budget to Civic Budget with any monies over given back to the Mayors Responsibility Fund:

- **Mayor Making**
- **Civic Service**
- **Civic Reception**
- **Carol Service**

Councillor T Jermy stated he felt it would be unfair to exclude payment of travel expenses for Councillor Mrs B Canham who travelled to Skavina in June to support the Deputy Mayor after the previous minute had already agreed in future all Mayoral invitation's would support 2 delegates. After a discussion Councillor T Jermy proposed and Councillor D Crawford seconded the Committee agree to refund the travel costs of Councillor B Canham for the trip to Skavina of £229 and referred this to the Finance Committee to find this amount from the appropriate budget.

720/16

CIVIC LIST

The Civic Officer was asked to review the Civic list with the incoming Mayor and the Past Mayor to ensure it is up to date. The list would include:

- Civic Guest List - Local MP/High Sheriff/Military Personnel/Lords/Ladies/Chairman/Mayors/Councillors/Justice of the Peace/Etc.
- Businesses/Cadets/Leaders/Voluntary Groups/Public Service i.e. Police/Fire /Ambulance.
- Private Family guests and Friends.

721/16

ITEMS OF URGENT BUSINESS

None.

722/16

PRESS RELEASES

The Mayor Elect and the Deputy Mayor Elect should be the subject of a press release.

Chairman.

ACTION POINTS	BY WHOM	BY WHEN
To amend the Civic Policy taking into account the changes made regarding overseas visits.	Civic Secretary	ASAP
The incoming Mayor, the Past Mayor and the Civic Secretary would review annually the Civic List	Civic Secretary	ASAP after Mayor Making.

OVERSEAS VISITS

<u>COUNCIL</u>	<u>Overseas Trips?</u>	<u>Funding for Overseas Trips</u>	<u>Other Comments</u>
Attleborough Town Council	Do not attend any overseas trips		
Diss Town Council	Do not attend any overseas trips		
Hadleigh Town Council	The Mayor of the day is the President of the local Twinning Association and all invites come from the Twinning Association.	The Twinning Association pays for the travel costs of the Mayor although they may occasionally ask for a donation towards the cost.	Any other costs the Mayor incurs comes out of the Mayoral allowance.
Ipswich Borough Council	The Mayor usually makes one overseas visit during their Mayoral year.	The Mayor's budget covers travelling costs for the Mayor and Consort and staff who need to travel with the Mayoral party (usually the Town Sergeant as the driver).	If civics or other guests are included they are asked to pay for their own travelling costs (this covers hire of a minibus and Eurotunnel cost)
King's Lynn Borough Council	The Mayor visits occasionally (during the last 5 years there has been 1 overseas visit).	For the last visit the Mayor and Leader attended in Civic Roles and they self-funded the trip.	There is no civic budget for overseas trips.
Needham Market Town Council	There has been the very occasional visit by a Needham Market Town Councillor to their twin town in the USA.	These have been considered social visits taking in the opportunity to support the bond and therefore not funded. The Councillor attending pays their own costs.	The Town Council purchases a nominal suitable gift to be presented.

St Edmundsbury Borough Council	The Mayor visits occasionally – usually every five years or special anniversaries.	The cost comes out of the Mayoral allowance.	
Sudbury Town Council	If the Mayor is invited to an overseas event this is taken to Full Council for them to discuss.	Usually it is agreed that the Council will pay for the costs for the Mayor and that the Mayoress/Consort costs will be paid from the Mayoral Allowance.	
Wymondham Town Council	Do not attend any overseas trips		