

MINUTES OF A MEETING OF THE CIVIC COMMITTEE
HELD IN THE COUNCIL CHAMBER, KING'S HOUSE,
THETFORD, ON THURSDAY 29th JUNE 2017 AT 10.00 a.m.

Present

Councillors:

S Armes

J James

S W H Wright

B J Canham

R G Kybird

Officers in attendance:

Kerry Leeder

Chris Crimmen

Civic Secretary

Committee Secretary

Also in attendance:

Janet Smith Gibbons

Mac MacDonald

Thetford Twinning Association

Thetford Town Resident

Minutes

- 150/17 ELECTION OF COMMITTEE CHAIRMAN AND VICE CHAIRMAN FOR THE MAYORAL YEAR 2017/18
Chair
RESOLVED: That Councillor S Armes be elected Chairman of the Civic Committee for the Mayoral year 2017/18.
Vice Chair
RESOLVED: That Councillor J James be elected Vice Chairman of the Civic Committee for the Mayoral year 2017/18.
- 151/17 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS
None.
- 152/17 APOLOGIES FOR ABSENCE
Apologies were received from Councillors C Harvey, J Hollis and F Robinson.
- 153/17 MINUTES
RESOLVED: The minutes of the Committee's meeting, held on 2nd March 2017, as received by Full Council on 28th March 2017, be confirmed as a true record and signed/initialled by the Chairman.
- 154/17 ACTION POINTS
The Chairman reviewed last month's action points:
 - The Civic Policy had been agreed and amended.
 - The Civic Secretary had reviewed the Civic list with the Mayor and this will now be done annually.
- 155/17 RAF LOCAL HISTORY
The Committee received a short presentation on the RAF local history for Thetford from Flight Sergeant Mac MacDonald to help build the case for granting the freedom of the town for RAF Honington in what is the RAFs 100th year. There followed a discussion and Councillor R Kybird proposed and Councillor S Wright seconded:

RECOMMENDATION: That Thetford Town Council engages with RAF Honington to discuss the case for granting the freedom of the Town in what is the RAF's 100th year.

156/17

TWINNING ASSOCIATION

The Chairman of the Twinning Association updated the Committee:

- They had held a small fundraising event in May.
- The cake stall at the Gardens and Allotment Club show in Kings House Gardens will not be happening as the show is not taking place in the gardens.
- The NATC (Norfolk Association of Twin Communities) county-wide event in August 2018 will not now be taking place as the organiser has decided not to go ahead with it.
- It is still not known if the informal visit from people from VICS in Spijkenisse (to coincide with the Dolphins International Swimming Gala) will be happening.
- A small group of Twinning Association Members stayed in Les Ulis for an informal visit last weekend.
- Our next event is a social event – afternoon tea at one of our member's houses (Mayor and Civic links rep invited both as members of the Association and in official capacity) 6 August, Arlington Way - more details available if wanted. No charge, but bring a cake to share.

The above visit to Les Ulis included:

- Saturday: visit to Paris - Montmartre, then Jardin du Luxembourg. Official reception in the evening at which the Mayor, Francoise Marhuenda, presented to all delegates a personal gift to commemorate the 40 year anniversary of Les Ulis.
- Sunday: Visited Chapel de Sainte-Blaise des Simples at Milly La Foret, in which the interior walls were decorated by Jean Cocteau, who is buried there. Then a guided tour of the Chateau de Courances. This has a long history, but notably in the Second World War, it was first occupied by the Germans, then by the Americans and finally by Field Marshal Montgomery, from 1947 to 1954.
- Monday: some of the group went into Paris.

The visiting party had presented a certificate from Thetford Town Council to congratulate Les Ulis on the 40th Anniversary of the founding of the town.

157/17

DISPLAY CABINET

After a discussion it was agreed for Councillor S Wright to view a cabinet that was on sale locally for £150 to display the Past Mayor John George Brown memorabilia. He would photograph the cabinet and report back to the committee on its suitability.

158/17

ORDER OF PROCESSION AT CIVIC FUNCTIONS

After viewing details on Civic Processions Councillor R Kybird proposed and S Wright seconded:

RECOMMENDATION: That Thetford Town Council agree the order of procession at Civic functions as follows:

1. Clergy.
2. Lord Lieutenant of ABC.
3. High Sheriff of ABC.
4. Mace and Sword bearers.
5. Town Mayor and Mayoress.
6. Deputy Town Mayor and Consort.
7. Town Clerk.
8. Town Councillors – Past Mayors Lead with Councillors in order of seniority.
9. Chairman of ABC District Council.
10. Justices of the Peace.
11. Member of Parliament for ...
12. ABC District Council Chief Executive.

159/17

ORDER OF SEATING

After a discussion to agree the order of seating in the Council Chamber Councillor R Kybird proposed and Councillor S Wright seconded:

RECOMMENDATION: That Thetford Town Council agree that in future the order of seating in the Council Chamber should be:

1. That past years' service count towards seniority.
2. Total years' service equals higher seniority.
3. After an election Councillors polling the highest percentage of votes cast will have seniority.
4. A Councillor who was elected unopposed has the lowest seniority.
5. This order of seating to take place at the July Full Council meeting.

160/17

FLYING FLAGS IN THE TOWN

The Chairman opened a discussion on flying flags in the town and the following was discussed:

1. Flags that should be flown at Kings House and the Guildhall and the quantity of flags needed to be purchased :
 - Union Flag x 2
 - St Georges Flag x 1
 - Commonwealth Flag (TTC have this flag)
 - Thetford Flag x 1
 - Stars and Stripes x1 (perhaps the local US bases could supply this flag)
2. Official Flag Flying dates for consideration:
 - 13 March Commonwealth Day (Commonwealth flag)
 - 21 April Birthday of Her Majesty the Queen (Union Flag)
 - 23 April St George's Day (St George's Flag)
 - 17 June Official celebration of Her Majesty's birthday (Union Flag)
 - 12 November Remembrance Day (Union Flag)

- Civic Reception
- Other occasions to be considered.

It was agreed to take this forward at the next Civic meeting when the cost of flags has been obtained so that an informed discussion could take place.

161/17

TOWN CRIER

The Chairman opened a discussion on the events the Town Crier is required for so these can be booked at the start of the Mayoral Year. It was agreed that the following should be booked by the Civic Secretary at the start of each calendar year so the Crier can be present at:

- Mayors Ball
- Mayor Making
- Civic Reception
- Heritage Open Day
- Any special events as they occur.

162/17

CIVIC REGALIA

The Chairman asked if it was known the last time a valuation was carried the civic regalia. The Civic Secretary was asked to find out the date and if it was over 5 years old she should enquire the estimated cost of an up to date valuation. She was also asked to enquire the current cost of replacement that the regalia are insured for with the cost of each individual item. It was stated that a handbook should be drafted to give the Mayor and Councillors guidance when in charge of any regalia.

163/17

REMEMBRANCE CONCERT

It was agreed to ask the VEM Committee for free use of the Carnegie for the remembrance concert. It was hoped the Civic Secretary could print the programme and song sheet in house to reduce the cost of printing.

164/17

FUNERALS FOR PAST MAYORS

It was agreed that if invited the Mayor would attend, if not available the Deputy Mayor and if not available the Town Clerk. If the funeral is in Thetford the full chain of office may be worn and if outside of Thetford the day chain should be worn. If the Thetford Town Flag is purchased this should be flown at half-mast outside King's House.

165/17

USE OF THE TOWN CREST

The Chairman will investigate if the Town Crest has a copyright and when this has been clarified this item will be placed on a future agenda.

166/17

BUDGET REVIEW

The Chairman reviewed the budget and there were no questions asked.

167/16

ITEMS OF URGENT BUSINESS

None.

PRESS RELEASES

None.

ACTION POINTS	BY WHOM	BY WHEN
To obtain the total cost of flags required	Civic Secretary	ASAP
To book the Town Crier for the mayoral events of the year	Civic Secretary	Start of each calendar year
To find out the date of the last valuation of the Civic Regalia and the sum insured to each item. Enquire the estimated cost to make a replica of the Mayoral Chain of Office.	Civic Secretary.	ASAP
To produce a draft handbook for the Mayor and Councillors guidance when in charge of any regalia.	Chairman and Civic Secretary	ASAP