

MINUTES OF A MEETING OF THE CIVIC COMMITTEE
HELD IN THE COUNCIL CHAMBER, KING'S HOUSE,
THETFORD, ON THURSDAY 8th FEBRUARY 2018 AT 10.00 a.m.

Present
The Mayor, Councillor D M Crawford

Councillors:

S Armes (Chairman)
J Hollis
R G Kybird

B J Canham
J James (Vice Chairman)

Councillor R Brame attended as a non-voting Councillor

Officers in attendance:

Kerry Leeder
Chris Crimmen

Civic Secretary
Committee Secretary

Also in attendance:

Janet Smith-Gibbons

Thetford Twinning Association

MINUTES

745/17 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS
None.

746/17 APOLOGIES FOR ABSENCE
Apologies were received from Councillors C Harvey, F Robinson and S N H Wright.

747/17 MINUTES
RESOLVED: The minutes of the Committee's meeting, held on 9th November 2017, as received by Full Council on 28th November 2017, confirmed as a true record and signed/initialled by the Chairman.

748/17 ACTION POINTS
The Chairman reviewed the action points:

- The Civic Secretary reported the valuation of the Civic Regalia has not yet been arranged as she had contacted the Zurich Insurance Company and the Ancient House Museum who had not been able to help. She was approaching two companies in Norwich to enquire if they can help.
- The Civic Secretary had written to invite the Mayors and Consorts to Thetford on 6th – 9th September 2018 but had not received a reply from any of the Twin Towns.

749/17 TWINNING ASSOCIATION
The Chairman of the Twinning Association reported:

- Their AGM is being held on 16th February at St Marys Church Hall at 7.30 p.m.
- There is a trip by coach to visit the European Parliament in Brussels on 17th – 20th September 2018. The final cost will be announced shortly and there will be 30 places available. The

coach will visit the Passendale WW1 Memorial on the way home.

750/17

MAYORIAL VISITS

The Deputy Town Mayor reported he was considering inviting the Lord Mayors of London and Winchester to Thetford. These towns received, at the same time as Thetford in 1573 from Queen Elizabeth I, the first Royal Charters. He requested that now the Annual Town Meeting is on a separate night to Mayor Making he combines this evening with the Mayors reception. This was well received by the committee and plans will be made to make this a memorable evening. He did have an idea to invite our Queen Elizabeth II and he will keep the Committee informed as the plans.

RESOLVED: That Thetford Town Council invites Lord Mayors of London and Winchester to attend Mayor Making and the Mayors Reception in May 2018.

751/17

JUNIOR TOWN CRIER

The Chairman asked Councillors to consider paying for the purchase of an outfit for the Junior Town Crier. After a discussion Councillor J James proposed and Councillor B Canham seconded:

RESOLVED: That Thetford Town Council pays for the cost of hiring an outfit for the Junior Town Crier on Civic occasions and competitions when he is representing Thetford. The cost would be in the region of £12 each time.

752/17

FREEDOM OF THETFORD FOR RAF HONINGTON

The Civic Secretary reported that the wording for the scroll to be presented at Mayor Making to RAF Honington and this was currently being prepared. A meeting had been arranged with Group, Captain D C Tate to finalise the arrangements.

753/17

BUNTING AND FLAGS

The Civic Secretary had prepared an image of the proposed Thetford Town Flag. Various amendments were agreed and a new image will be prepared. The cost of the bunting will be shared between the Twinning Association and Thetford Town Council.

754/17

COMMONWEALTH DAY

The arrangements are being finalised for Commonwealth Day on Monday 12th March 2018.

755/17

BUDGET REVIEW

The Councillors reviewed the budget for financial year 2017/18 and there were no comments recorded.

The Committee identified transfers of any surplus at the year end from the nominal codes below to reserves. They asked the Finance Committee to transfer the following to reserves due to the plans to award the Freedom of the Town to Honington, to invite the Mayors to the Mayor Making and the WW1 Remembrance Ceremony and the increased costs that will follow:

- Nominal Code 7115 Civic Regalia.
- Nominal Code 7145 International Civic links.
- Nominal Code 7150 Civic Hospitality.
- Nominal Code 7175.

- 756/17 CIVIC POLICY
The Chairman asked Councillors to review amendments to the Civic Policy and their followed a discussion. It was decided that a working party should be formed to review this policy and report back to the Committee. The working party will consist of Councillors S Armes, J James and R Kybird together with the Civic Secretary.
- 757/17 MAYORS HANDBOOK
To Committee reviewed amendments the Mayors Handbook and this is still being finalised. It will be ready for the next Civic Committee meeting.
- 758/17 CORPORATE PRIORTIES
This item was deferred to the next Civic Committee meeting.
- 759/17 MAYORIAL VISITS
The Mayor had received an invitation from the Mayor of Hurth to their Town Festival on 14th/15th July 2018 to celebrate their 40th Anniversary of the town being awarded their Charter. The invitation was extended to The Mayor and a delegation of up to 5 people. It was agreed that the Mayor and Consort should attend and this item will be taken to Full Council on 27th February 2018 to decide would make up the rest of the delegation.
- 760/17 ITEMS OF URGENT BUSINESS
none.
- 761/17 COMMUNITY ENGAGEMENT
The Committee will discuss and agree using the Survey Monkey and what would be the content of the survey.

| ACTION POINTS | BY WHOM | BY WHEN |
|--|--|----------------------------|
| To obtain an estimate to value the Civic Regalia contacting the Norfolk Museum Service and the Zurich Insurance Company. | Civic Secretary | ASAP |
| To invite the Mayors and Consorts of our Twin Town to Thetford on 6 th - 9 th September 2018 | Civic Secretary | ASAP |
| To finalise the Mayors Handbook. | Vice Chair. | 10 th May 2018. |
| Working party to revise the Civic Policy. | Councillors S Armes, J James R Kybird and Civic Secretary. | ASAP |
| To finalise the bunting and flags. | Civic Secretary. | ASAP |
| To invite the Mayors of London and Winchester to Mayor making. | Deputy Mayor and Civic Secretary. | ASAP |

Chairman.

DRAFT