



LOCAL GOVERNMENT ACT 1972
NOTICE OF A MEETING OF
THETFORD TOWN COUNCIL AMENITIES COMMITTEE

**YOU ARE HEREBY SUMMONED TO ATTEND THE AMENITIES COMMITTEE MEETING
WHICH WILL BE HELD IN THE COUNCIL CHAMBER, KINGS HOUSE
ON WEDNESDAY 6th OCTOBER 2021 STARTING AT 2.00 PM**

**MEMBERS OF THE PUBLIC AND REPRESENTATIVES OF THE PRESS
CAN ATTEND THE MEETING, SUBJECT TO COVID 19 RESTRICTIONS, BY
APPLYING TO THE TOWN CLERK PRIOR TO THE MEETING OR CAN VIEW IT BY LIVE
STREAMING ON - <https://bit.ly/ttceventsyoutube>**

Tina Cunnell BSc (Hons)
Town Clerk
1st October 2021

AGENDA

402/21	<u>DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS</u> To receive any additional interest not already registered.
403/21	<u>APOLOGIES FOR ABSENCE</u> To receive.
404/21	<u>MINUTES</u> To confirm the minutes of the Amenities Committee meeting held on 8 th September 2021, which were received by Council on 28 th September 2021 as a true record and be signed/initialled by the Committee Chairman. Decision Required: To agree accuracy of minutes. Lead: Minute Secretary.
405/21	<u>ACTION POINTS & UPDATES</u> To receive a verbal update from the Officers and Chairman. Decision Required: To note progress on action points and updates. Leads: Officers and Chairman.
406/21	<u>COMMITTEE TERMS OF REFERENCE</u> To review and update the Committee's Terms of Reference including setting the quorum for the Committee. Decision: To approve the Committees Terms of Reference and to recommend their adoption to Full Council. Lead: Chairman.
407/21	<u>HEALTH & SAFETY</u>

	<p>To receive verbal feedback on any matters requiring the attention of the Committee. Decision Required: To report any matters noted to the Town Clerk. Leads: Officers and Councillor Harvey.</p>
408/21	<p><u>TOWN TEAM REPORT</u> To receive and note the attached written report. Decision Required: Note the report. Lead: Officers.</p>
409/21	<p><u>FINANCIAL REPORT FOR THE 6 MONTHS ENDED 30 SEPTEMBER 2021</u> To receive the Amenities Financial Report for the six months ended 30 September 2021. Decision Required: To note the financial report. Lead: Deputy Town Clerk.</p>
410/21	<p><u>COMMITTEE PRIORITIES</u> To identify and agree the Committee's priorities for the 2022/23 year. Decision Required: To adopt and approve the priorities for 2022/23. Lead: Chairman.</p>
411/21	<p><u>FIRST DRAFT BUDGET FOR THE YEAR ENDING 31 MARCH 2023</u> To review and discuss the first draft budget for the year ending 31 March 2023 and to identify any projects that the Committee may wish to undertake in the 2022/23 year. Decision Required: To identify and approve changes to the first draft budget for the year ending 31 March 2023. Lead: Deputy Town Clerk.</p>
412/21	<p><u>SMALL GRANTS</u> To discuss all applications received which have been separately circulated to Committee members. Decisions required: To decide on which applications will be approved for funding. Lead: Deputy Town Clerk.</p>
413/21	<p><u>GRANT APPLICATION TO THE BRECKLAND COUNCIL GREEN GRANTS FUND</u> To note the Green Grant Application reference Lady Gentle Meadow and draft costs submitted to Breckland Decisions Required: To note the application and ensure that the costs are included in future revised budgets. Lead: Chairman.</p>
414/21	<p><u>TOWN FLORAL DISPLAYS</u> To discuss what floral displays currently owned by Breckland District Council the Town Council would consider taking over and maintaining to enhance the floral display. Decisions Required: To agree what floral displays officers should seek clarification of costs and licences for from Breckland District Council, so that this may be considered for inclusion into the Amenities draft budget for the 2022/23 year. Lead: Chairman.</p>
415/21	<p><u>STREET FURNITURE</u> To receive a report on the current procedure for street furniture maintenance. Decision Required: To note</p>

	Lead: Officers.
416/21	<u>CORRESPONDENCE</u> To note and discuss correspondence received. Decision Required: None. Lead: Officers.
417/21	<u>COMMITTEE OFFICERS UPDATE</u> To update any information since the agenda was released. Decision Required: None. Lead: Officers.
418/21	<u>COMMUNITY ENGAGEMENT</u> To discuss and agree any consultation or media release required. Decision Required: Whether or not to issue a communique. Lead: Chairman.