

MINUTES OF A MEETING OF THE HERITAGE & TOWN EVENTS COMMITTEE AT THE CARNEGIE, COGE LANE, THETFORD ON THURSDAY 15<sup>th</sup> AUGUST 2021 AT 10:00AM

Present:

The Mayor Councillor M P Brindle

Councillors:

R F W Brame, B J Canham, J Hollis,

J James, B Tullett. S N H Wright

Officers in attendance:

David Brooks (V&C Officer), Chris Crimmen (Committee Secretary)

MINUTES

244/21	<u>DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS</u> None.
245/21	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Councillors C Barreto and S N H Wright.
246/21	<u>MINUTES</u> <b>RESOLVED: The minutes of the Committee meeting held on 1<sup>st</sup> July 2021 received by Full Council on 29<sup>th</sup> July 2021, as a true record and be signed/initialed by the Committee Chairman.</b>
247/21	<u>QUEEN'S PLATINUM JUBILEE EVENT 2022</u> The Chair asked councillors to discuss draft budget for the Thetford Town Council events 2 <sup>nd</sup> June - 4 <sup>th</sup> June 2022. The VEM Manager has issued a report (see Appendix A) that outlined the cost of the free music event. Councillor R Brame stated that as Thetford is the largest market town in the area the Council should approach Breckland District Council to join Thetford as a Community Partner for the Jubilee to match fund the event. Councillor R Brame proposed and Councillor M Brindle seconded: <b>RESOLVED: That Councillor R Brame will approach Breckland District Council to join Thetford Town Council as a partner to split the cost of the free music event at the Queens Platinum Jubilee 2022.</b>  At this point Councillor J Hollis left the meeting.
248/21	<u>CIVIC EVENTS 2021</u> The VEM Manager reported the imminent upcoming Civic event is the Battle of Britain Church Service and Reception. The event was previously scheduled for Sunday 19 <sup>th</sup> September 2021 but has been moved to the previous weekend at the request of St. Cuthbert's Church and RAFA. As the new date of Sunday 12 <sup>th</sup> September clashes with several already scheduled Heritage events both the Service and Reception will be held at St. Cuthbert's Church. <u>Remembrance Sunday Parade &amp; Wreath Laying – 14<sup>th</sup> November 2021</u> The Council have requested a meeting with the Royal British Legion (Thetford Branch) to outline the programme for the Remembrance Sunday Parade and then the Council can arrange the hosting of the Remembrance Reception.
249/21	<u>CIVIC POLICY</u> The VEM Manager asked Councillors to receive proposed changes to Civic roles as suggested at last Heritage & Town events meeting. The main responsibilities that need to be agreed are the role of the Civic Officer which has been made clearer within the Civic Policy. This highlights several positions which were undertaken by the same person; Mayor's Secretary, Civic Secretary, and Civic Officer these will all be represented under the duties of the Civic Officer. Some of the administrative duties were undertaken by the previous Mayor's Officer who has now retired. Part of their previous role which is performing Ceremonial functions at events and providing support and transportation at and

	to official Civic/Mayoral events will now be undertaken as and when required as the Mayor's Aide at the official request of the Civic Officer
250/21	<u>GUILDHALL HERITAGE HUB</u> The VEM Manager provided a verbal update to Councillors outlining upcoming events and activities within the forthcoming Heritage week.
251/21	<u>BUDGET REVIEW 2021/22</u> The VEM Manager Officer asked Councillors to receive and note a report of Budget 2021/22 (see Appendix B).
252/21	<u>BUDGET PROPOSAL FOR 2022/23</u> The VEM Manager asked Councillors to receive and discuss the first draft proposal for Heritage & Town Events budget 2022/23 (see Appendix B). There followed a discussion on the main changes and Councillors noted the first draft of the budget.
253/21	<u>COMMUNITY ENGAGEMENT</u> None.
254/21	<u>COMMITTEE OFFICERS UPDATE</u> None.

Chairman.



## APPENDIX A

### HERITAGE & TOWN EVENTS COMMITTEE REPORT - 19 AUGUST 2021

#### 247/21 QUEEN'S PLATINUM JUBILEE EVENT 2022

The Town Council will take part in the national event to celebrate the Queen's 70 years as our monarch. Thursday 2<sup>nd</sup> June & Friday 3<sup>rd</sup> June 2022 have already been designated as Bank Holidays so including the weekend it is proposed that town and cities across the nation can deliver events 2<sup>nd</sup> June to 5<sup>th</sup> June.

We have already agreed at the Committee meeting held on 1 July 2021, to be part of the celebrations with Thursday 2<sup>nd</sup> June being the more formal events commencing with a Piper, a Civic Parade along King Street and onto Market Place where the Mayor will give a Toast to the Queen and then will host a reception in the Guildhall for invited guests.

Saturday will be supporting localised events and theming the weekly Market, whilst Sunday will have a Street Party on the Market Place which will align to the national project the Big Lunch, and we will theme this event as diversity of Foods, Culture & People that has developed to shape Britain through the 70 - year reign.

However, Friday 3<sup>rd</sup> June 2022 it was suggested at the last committee to investigate the costs of a free music event on Melford Common to use a similar theme of changing musical genres through the 70 years from the 1950's to the present day.

The VEM Manager has collated some costs that the Councillors can see in the attached budget, the costings highlighted in the key areas such as:

- Staging
- Sound & Light Technical support
- Power supply through main generator (+ 1 x back up)
- Safety Fencing
- Security & Stewarding
- Entertainment

The key question today is to decide whether the committee wishes to pursue the Music Concert proposal or explore different smaller scale options that can be more safely and logistically deliverable, and therefore reduce overall costs. The easy format is another event on the Market Place that will negate many of the costs borne out of the not having power on Melford Common, the need for temporary toilets etc.

APPENDIX B -

## **BUDGET PROPOSAL FOR 2022/23**

**Please see attached document**

**This is the first draft of the Heritage & Town Events budget 2022/23.**

**The trend, albeit last year was a write off due to Covid 19, has been that we are managing the Civic element of the budget much more effectively by delivering some the Civic Reception requirements in-house, therefore keeping costs down. We envisage this practice to be on-going and have two staff members that will be able to continue facilitate those requirements.**

**Therefore, I have proposed that we have no charge to the previous budget figures for N/c 5300 and 5310.**

**In terms of N/c 5320 – Civic events we cover activities such as the Battle of Britain Church Service Reception and the Remembrance Sunday Reception both have slight uplifts to cover any increased food costs.**

**The other areas categorised within this budget line are Honoured Citizens Award which is purchases of Frames for Award Certificates and will see no uplift, Civic Hospitality which is seen as a contingency sum that can provide catering at an ad hoc event that may arise during the Civic year which has seen a slight uplift of £34 to round up from £866 to £900.**

**Civic International Links which is currently set at £1910 and again no real uplift required and will remain at that sum.**

**The final activity is the Remembrance Concert & Sunday Reception these had a value of £1000 set against them both but are equally divided into £500 expenditure total for each.**

**I have retained within the budget £500 for the Remembrance Sunday Reception but have reduced the overall budget line by £500 to take out our allocated support to the Remembrance Concert that usually delivered on the Friday before Remembrance Sunday. Prior to last years cancellation due to Covid the Concerts have been diminishing in attendance numbers, we have not been asked by the RBL to support and event this year albeit we have it within our budget, but I suspect that the concert will not proceed going forward. The Town Council have always provided the venue free, in line with the new waiver venue hire process this would now have to be formally applied for each year to the Venues & Communications committee, we have always printed the concert programme, and paid for the Brass Band.**

**It has to be mentioned that the RAFA's Wings Concert that has been delivered from the Carnegie for the last three years prior to Covid 19 and has also forced this years to be cancelled, has never received such support apart from the entitled concessionary hire rate for the hire of the Carnegie.**

**The area which sees a real change is the allocation of funding to Town Events, as this committee inherited control through the restructuring of the TTC Committees.**

**At the first draft stage of the Budget 2021/22 the Town Events were set at £9,000 however as the Town Council wanted to strive to achieve a 0% precept for this year this was one of the budget areas that was cut and received £4,500 for 2021/22. As it transpired Covid 19 put paid to most of the events and therefore we continue to operate within those budget parameters, going forward and as a result of the refurbishment and improvement of the Guildhall our ambitions to deliver more events of the Market Place I have initially set this area at £12k for 2022/23. If we were to align the proposed 2022/23 budget against that that would have been probably approved before the 0% precept review. Which means the overall uplift presented in this first draft Heritage & Town Events budget review is £2526. from £21,313 to £23,839.**

