



**LOCAL GOVERNMENT ACT 1972  
NOTICE OF A MEETING OF  
THETFORD TOWN COUNCIL  
HERITAGE AND TOWN EVENTS COMMITTEE**

YOU ARE HEREBY SUMMONED TO ATTEND THE HERITAGE AND TOWN EVENTS COMMITTEE MEETING WHICH WILL BE HELD IN THE COUNCIL CHAMBER, KINGS HOUSE, ON THURSDAY 13th OCTOBER 2022, STARTING AT 10.00 AM

MEMBERS OF THE PUBLIC AND REPRESENTATIVES OF THE PRESS CAN ATTEND THE MEETING. A RECORDING OF THE MEETING CAN ALSO BE VIEWED ON <https://bit.ly/ttceventsyoutube> USUALLY WITHIN 5 WORKING DAYS AFTER THE MEETING HAS BEEN HELD.

Tina Cunnell BSc (Hons)  
Town Clerk

7th October 2022

**AGENDA**

376/22	<b><u>DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS</u></b> To receive any additional interest not already registered.
377/22	<b><u>APOLOGIES FOR ABSENCE</u></b> To receive.
378/22	<b><u>MINUTES</u></b> To confirm the minutes of the Heritage and Town Events Committee meeting held on 4th August 2022 received by Council on 27th September 2022 as a true record and be signed/initialled by the Committee Chairman.  Decision required: To agree the accuracy of minutes.  Lead: Committee Clerk.
379/22	<b><u>ACTIONS FROM PREVIOUS MEETING</u></b> The Venues and Communications Officer to: <ul style="list-style-type: none"><li>• Request assistance from Breckland Council regarding social media responses.</li><li>• To aid Royal British Legion with producing service sheets for the event and promote on social media.</li><li>• To format and cost Market Place events for next committee meeting.</li><li>• To revise the cost of production of the Heritage Trail leaflet.</li></ul>

	<ul style="list-style-type: none"> <li>• To provide an update of committee priorities 2022/23 at the next meeting.</li> <li>• To generate a questionnaire for public consultation.</li> <li>• To send a copy of the Council's bid to all Councillors.</li> </ul> <p>The Civic Officer tasked with the purchase of a wooden clock for the visit to Skawina in September 2022.</p>
380/22	<p><b><u>BUDGET REVIEW 2022/23</u></b></p> <p>To receive and discuss update of budget 2022/23.</p> <p>Decision required: To discuss and note budget update report</p> <p>Lead: Chair.</p>
381/22	<p><b><u>MAYORAL EVENTS 2022</u></b></p> <p>To receive an update of the Mayoral Events calendar 2022/23.</p> <p>Decision required: To note the update.</p> <p>Lead: Chair &amp; Civic Officer.</p>
382/22	<p><b><u>CIVIC &amp; TOWN EVENTS 2022</u></b></p> <p>To receive an update of the Town Events calendar 2022/23.</p> <p>Upcoming Civic events –</p> <ul style="list-style-type: none"> <li>• Remembrance Sunday reception – 13 November 2022.</li> </ul> <p>Upcoming Events</p> <ul style="list-style-type: none"> <li>• Christmas Lights switch on – 2 December 2022.</li> </ul> <p>Decision required: To note the update.</p> <p>Lead: Chair &amp; Committee Officer.</p>
383/22	<p><b><u>TOWN EVENTS 2023/24</u></b></p> <p>To discuss proposals for Town events schedule for 2023/24 to feed into budget setting process.</p> <p>Decision required: To agree schedule of events to format and cost for next committee meeting.</p> <p>Lead: Chair.</p>
384/22	<p><b><u>COMMITTEE PRIORITIES FOR FINANCIAL YEAR 2023/24</u></b></p> <p>To discuss and agree committee priorities and identify the appropriate funding.</p> <p>Decision required: To agree the committee priorities for 2023/24 and to identify the appropriate funding.</p> <p>Lead: Chair.</p>
385/22	<p><b><u>ENVIRONMENT STRATEGY CONTRIBUTION</u></b></p> <p>Committee to consider and propose actions and projects to support the wider Council Environment Strategy.</p>

	<p><b>Decision required: To agree actions and projects to support Environment Strategy Contribution.</b></p> <p><b>Lead: Chair.</b></p>
386/22	<p><b><u>HERITAGE &amp; TOWN EVENTS BUDGET 2023/24</u></b></p> <p>To receive draft proposed budget.</p> <p><b>Decision required: To discuss and agree proposed budget to be recommended to the Finance Committee.</b></p> <p><b>Lead: Chair &amp; Committee Officer.</b></p>
387/22	<p><b><u>COMMUNITY ENGAGEMENT</u></b></p> <p>To discuss and agree any consultation or media release required.</p> <p><b>Decision required: To approve media release if required.</b></p> <p><b>Lead: Chair.</b></p>
388/22	<p><b><u>COMMITTEE OFFICER'S UPDATE</u></b></p> <p>To receive any update from the Committee Officer since the issue of the agenda.</p> <p><b>Decision required: None.</b></p> <p><b>Lead: Committee Officer.</b></p>