

MINUTES OF A MEETING OF THE CIVIC COMMITTEE  
HELD IN THE COUNCIL CHAMBER, KING'S HOUSE,  
THETFORD, ON THURSDAY 9<sup>th</sup> NOVEMBER 2017 AT 10.00 a.m.

Minutes

Present

The Mayor, Councillor D M Crawford

Councillors:

S Armes (Chairman)

C Harvey

J James (Vice Chairman)

B J Canham

J Hollis

R G Kybird

R Brame attended as a non-voting Councillor

Officers in attendance:

Kerry Leeder

Chris Crimmen

Civic Secretary

Committee Secretary

Also in attendance:

Margaret Ince

Thetford Twinning Association

Minutes

527/17

DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS

None.

528/17

APOLOGIES FOR ABSENCE

Apologies were received from Councillor F Robinson.

529/17

MINUTES

**RESOLVED: The minutes of the Committee's meeting, held on 7<sup>th</sup> September 2017, as received by Full Council on 26<sup>th</sup> September 2017, be confirmed as a true record and signed/initialled by the Chairman.**

530/17

ACTION POINTS

The Chairman reviewed last month's action points:

- The Civic Secretary had received an estimate to value the Civic Regalia. It was decided that before the Committee make any decision the Civic Secretary would contact the Councils insurers and the Norfolk Museum regarding the valuation.
- The friendship with Viana do Castelo in Portugal is ongoing.
- The Mayors handbook will be discussed at this meeting.

531/17

TWINNING ASSOCIATION

- Margaret Ince of the Twinning Association updated the Committee:

They had held a cake stall on Saturday 4<sup>th</sup> November and wished to thank the VEM Manager who had supplied a gazebo for them to use.

Thetford Dolphins won the swimming gala and the TTA Perpetual Trophy after a close contest over the twin towns who attended.

There is a proposed trip by coach to visit the European Parliament in Brussels in 2018. It will be a 5 day trip and the final cost will be announced shortly.

- It was agreed to buy bunting to be used on Twin Town visits to Thetford as a cost of approximately £80 on a 50%/50% basis with the TA. The TA will apply for the grant scheme funding next May to pay for this. After a discussion Councillor D Crawford proposed and Councillor C Harvey seconded:

**RESOLVED: That the Civic Committee buy bunting on a 50/50 basis with the Thetford Twinning Association at an approximate cost of £80.**

532/17

MAYORIAL VISITS

There were no proposed Mayoral visits to our Twin Towns.

533/17

TO AGREE SENDING INVITATIONS TO THE MAYORS OF OUR TWIN TOWNS DURING FESTIVAL WEEK 2018

There was a discussion regarding inviting the Mayors and Consorts of the Town Twin Towns. Councillor J Hollis proposed and Councillor B Canham seconded:

**RECOMMENDATION: That Thetford Town Council invite the Mayors and Consorts of the Twin Towns to visit Thetford during the 6<sup>th</sup> to the 9<sup>th</sup> September 2018 when the Heritage Open Day and the Medieval Banquet was being held.**

534/17

TWINNING TRIP TO BRUSSELS

Following the report from the Twinning Association proposed trip by coach to visit the European Parliament in Brussels in 2018 the Chairman reported there will be 30 seats available and will be open to all. It will be a 5 day trip and will take place in either May or September 2018 and the date will be confirmed as soon as the dates for the Parliament become available.

535/17

FREEDOM OF THETFORD FOR RAF HONINGTON

The Civic Secretary reported that she was in touch with the Station Commander of RAF Honington Group Captain Tait and when the final date has been fixed plans will be finalised. Councillor R Kybird reminded the committee that the 1<sup>st</sup> April 2018 is the 100<sup>th</sup> anniversary of the RAF and the committee should perhaps plan an event around this date if Honington are granted the Freedom of Thetford.

536/17

FLYING FLAGS IN THE TOWN

The Civic Secretary reported she has ordered 2 Union Jack flags and has found a company who can produce a town flag. After a discussion it was decided that the body of the flag would use the Town colours, claret with a blue border and the logo in the centre. The Civic Secretary would report back with an image of the flag together with the cost for councillors to consider.

537/17

CIVIC REGALIA BROCHURE

The Civic Secretary had updated the Civic Regalia Brochure which covered:

- The Great Mace
- The Sword of State
- The Sergeant-at-Arms Maces

- The Staff of Office
- The Mayors Badge and Chain
- The Loving Cup and Stand
- The Salver
- The plain oblong ink stand
- An American plain circular dish

**RESOLVED: The revised Civic Regalia Brochure was adopted by the Committee.**

.538/17

BUDGET REVIEW

The Committee reviewed the Civic budget and there were no variances to discuss. It was confirmed that if there was any excess money in January 2018 from the Civic Service/Mayors Reception/Carol Service/Mayor Making this would be transferred into the Mayor's Responsibility Fund budget.

539/17

CIVIC PRIORITIES

The Committee reviewed progress on 2017/18 priorities and felt that priority 1 Aims /Actions 1 should be changed. Councillor R Kybird proposed and Councillor J Hollis seconded:

**RECOMMENDATION: That Priority 1/ Aims/Action 1 is changed to read: To maintain a programme of high profile events.**

The priorities were reviewed and it was agreed that the Civic Secretary should liaise with the VEM Manager to use the website to promote the Mayoralty more using videos of the regalia, Heritage Open Days and Mayor visits in the community.

540/17

MAYORAL HANDBOOK

The Committee reviewed the work done so far on the Mayoral Handbook and approved the brochure with a few alterations. (See appendix 1).

Councillor J Hollis proposed and Councillor B Canham seconded:

**RESOLVED: The new Mayoral Handbook was adopted by the Committee.**

At this point Councillor R Brame left the meeting.

541/17

ITEMS OF URGENT BUSINESS

None.

542/17

COMMUNITY ENGAGEMENT

The Town Clerk had asked the Committee to arrange a consultation with residents on our Twin Towns/Mayoralty/Role of the Mayor. It was agreed that the Council should use a pop up questionnaire on the website and use a gazebo on the Market Place. It was essential to explain the history of the Twin Towns in any consultation.

Chairman.

<b>ACTION POINTS</b>	<b>BY WHOM</b>	<b>BY WHEN</b>
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 <sup>th</sup> - 9 <sup>th</sup> September 2018	Civic Secretary	ASAP

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