

MINUTES OF THE MEETING OF THE HERITAGE & TOWN EVENTS COMMITTEE HELD
IN THE COUNCIL CHAMBER, KING'S HOUSE, THETFORD ON THURSDAY 4th
AUGUST 2022, STARTING AT 10:00 A.M.

Present:

Councillors:

B Canham, S Dowling, J Hollis, J James (Chair),
B Tullett, S Wright (Vice Chair), M MacDonald.

Officers in attendance:

D Brooks (V&C Officer), K Robinson (Committee Clerk)

MINUTES

242/22	<u>DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS</u> None.
243/22	<u>APOLOGIES FOR ABSENCE</u> Councillor C Barreto. Absent: Councillors D Crawford and K Parker.
244/22	<u>MINUTES</u> RESOLVED: The minutes of the Committee meeting held on 9th June 2022 which were received by Full Council on 28th June 2022, are a true record and signed/initialled by the Committee Chairman.
245/22	<u>ACTIONS FROM THE PREVIOUS MEETING</u> To receive updates on Action Points from previous meeting: <ul style="list-style-type: none"> • Councillor Wright reported that he contacted the UEA lecturer regarding visiting Thetford Town Council during Black History month in October 2022. • The V&C Officer reported that staff training was delayed due to annual holidays and staff recruitment. He also reported that there was a small response from members of the public regarding potential assistance with Thetford Town Council events. Progress was noted.
246/22	<u>FINANCIAL REPORT UPDATE</u> The Committee reviewed the Financial Report for the period ended 31st July 2022 which was circulated prior to the meeting and discussed: <ul style="list-style-type: none"> • Expenditure on Councillor gowns and accessories and the Queen's Jubilee Event. • Junior Honorary Award still to be presented. • Budget for 2022-23 - £12,000 for whole year. • Low expenditure on Civic Events – due to in-house Catering reduced costs.

	<ul style="list-style-type: none"> • Approved Social media response by the Town Clerk or Deputy Town Clerk regarding staff matters. <p>Action point: The V&C Officer to request assistance from Breckland Council regarding social media responses.</p> <p>The Financial Report was noted.</p>
247/22	<p><u>MAYORAL EVENTS 2022</u></p> <p>The Committee reviewed the Mayoral Events calendar 2022/23 which was circulated prior to the meeting and discussed:</p> <ul style="list-style-type: none"> • The Mayor's Carol Service – 9th December 2022 – local schools to be invited. <p>The update was noted.</p>
248/22	<p><u>CIVIC & TOWN EVENTS 2022</u></p> <p>The Committee discussed the Civic Events document which was circulated prior to the meeting:</p> <ul style="list-style-type: none"> • Battle of Britain Reception – 18th September 2022. Organised by the Thetford branch of the Royal Air Force Association (RAFA). Light refreshments provided by the Council. • Remembrance Sunday Parade – 13th November 2022. Organised by the Thetford branch of the Royal British Legion (RBL). Light refreshments provided by the Council. <p>Action point: The V&C Officer to aid RBL with producing service sheets for the event and promote on social media.</p> <p>Upcoming Events:</p> <ul style="list-style-type: none"> • Heritage Festival – September 2022. The annual event is well established and organised. • Christmas Lights – December 2022. Plans are progressing for this annual event. <p>The Mayor reported that she would prefer a Christmas Card Competition with local schools' involvement, rather than the traditional, standard Council format.</p> <p>Update was noted.</p>
249/22	<p><u>TOWN EVENTS 2023/24</u></p> <p>The Committee discussed proposals for the Town Events Schedule for 2023/24, required for the budget setting process and agreed:</p> <ul style="list-style-type: none"> • The Council to schedule a series of smaller events utilising Council-owned spaces, namely Market Place, throughout the year, in addition to Heritage Festival mid-September and Christmas Lights Event 1st-3rd December 2023. <p>Action point: The V&C Officer to format and cost for next committee meeting.</p>

250/22	<p><u>HERITAGE TRAIL LEAFLET</u></p> <p>Councillor S Wright reported on the preparation of the Heritage Trail Leaflet: Three Heritage markers have been removed; decision required regarding length of trail/s; possibility of QR codes added, retrospectively; graffiti issues throughout the town.</p> <p>Action point: The V&C Officer to revise the cost of production of the leaflet.</p> <p>Update was noted.</p>
251/22	<p><u>CIVIC LINKS / TWINNING TOWNS</u></p> <p>The Committee discussed the current status of the Twinning arrangements and the Council going forward:</p> <ul style="list-style-type: none"> • The Committee agreed to promote and educate the public regarding the importance of maintaining the Civic Links and Twinning Towns associations. • The Committee agreed that Councillor S Wright to visit to Skawina in September 2022, taking the gift of a wooden clock. • Use of video presentation/s; online promotion and pen-pal type contact programme. <p>RESOLVED: Councillor S Wright to visit Skawina in September 2022 and take a gift of a wooden clock.</p> <p>Action point: The Civic Officer tasked with the purchase of a wooden clock for the visit to Skawina in September 2022.</p>
252/22	<p><u>COMMITTEE PRIORITIES FOR FINANCIAL YEAR 2023/24</u></p> <p>The Committee discussed and agreed committee priorities and identified possible funding:</p> <p>Priority (1) Promote and encourage community engagement with the co-ordinated delivery of town events.</p> <p>Priority (2) Create an exciting and varied programme of accessible town events.</p> <p>Priority (3) Promote and develop Thetford Heritage Offer.</p> <p>Priority (4) Celebrate the Civic and Twinning links and explore the social and economic opportunities they bring.</p> <p>Appropriate funding for 2023/24 to be partly funded by Heritage Master Plan.</p> <p>Action point: The V&C Officer to provide an update at the next meeting.</p>
253/22	<p><u>COMMUNITY ENGAGEMENT</u></p> <p>The Committee discussed and agreed that a questionnaire to be generated asking the public whether they would prefer Thetford Town Council to organise three or four larger events per year or several smaller events.</p> <p>Action point: The V&C Officer to generate a questionnaire for public consultation.</p>

254/22	<p data-bbox="384 230 1445 264"><u>COMMITTEE OFFICERS UPDATE</u></p> <p data-bbox="384 264 1445 450">The V&C Officer reported that the Town Clerk has submitted the bid for the first phase of the Heritage Master Plan, and we are awaiting a response by the end of October 2022. A multi-disciplinary partnership (MDP) has also been submitted to our tender process, to enable fast tracking to implementation stage, if the Council's bid is successful. The second phase comprises a larger capital revenue.</p> <p data-bbox="384 483 1445 551">Action point: The V&C Officer to send a copy of the Council's bid to all Councillors.</p>

Chairman.