



**THETFORD TOWN COUNCIL
CIVIC COMMITTEE**

**YOU ARE HEREBY SUMMONED to attend the
Virtual Civic committee meeting
Thursday 8th April 2021, starting at 10 a.m.**

**AS THIS IS A VIRTUAL MEETING MEMBERS OF THE PUBLIC AND
REPRESENTATIVES OF THE PRESS CAN JOIN THE MEETING –**
<https://bit.ly/ttceventsyoutube>

**Tina Cunnell BSc (Hons)
Town Clerk
31 March 2021**



926/20

DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS

To receive any additional interest not already registered.

927/20

APOLOGIES FOR ABSENCE

To receive.

928/20

MINUTES

**To confirm the minutes of the Committee held
4 February 2021 received by Full Council on 23 February
2021, as a true record and be signed/initialled by the
Committee Chairman.**



929/20 GUILDHALL HERITAGE HUB

To receive update of progress and agree any next stage future actions

Decision Required: None

Lead: VEM Officer

GUILDHALL SCHEDULE OF EXTERNAL WORKS

CONTRACTOR	WORKS	START DATE	COMPLETION DATE
NORSE	GROUNDWORKS & KERBING	29 March	16 April
NORSE	YORK STONE	19 April	23 April
NORSE	RE-INSTATE ENGINEERING / BOLLARDS	26 April	30 April
NORSE	CLEAR SITE/LEAVE SITE	29 April	4 May
F W HALL	INSTALL EXTERNAL HANDRAILS	5 May	10 May



GUILDHALL HERITAGE HUB

GUILDHALL HERITAGE INTERNAL TASKS

CONTRACTOR	TASKS		
?	Installing false floor in Chair store	29 April	4 May
NORSE	Completing of Internal 'Snagging' Tasks		30 April
In-House	Re-setting furniture and equipment	4 May	
In-House	Sanding and oiling of main entrance doors	11 May	12 May
Various	Displays and Interpretation	17 May	18 June

GUILDHALL TO RE-OPENED FROM 21st JUNE 2021



930/20

COMMITTEES TERMS OF REFERENCE

To review the current Committees Terms of Reference to reflect increased responsibilities for the change of Committee to Heritage & Town Events committee in May 2021.

Decision Required: To approve changes to Committees terms of reference.

Lead: Chair.

Current and proposed Terms of Reference circulated for Councillors to provide input into the ToR for the new committee that will be effective by our next meeting in June, reflecting the increased responsibilities that are to planning and delivery of 4 x Town Events and an increased focus on driving the development of the Town's Heritage.

The committee will still have responsibility of all Civic matters.



931/20

CIVIC POLICY

To review the current Civic Policy

Decision Required: To discuss and propose any appropriate amendments.

Lead: Chair

The current Civic Policy was circulated prior to the meeting for Councillors to provide any proposals for appropriate amendments to the Policy.



932/20 REPAIRS TO MURALS ON THE GUILDHALL

To agree budget spend to repair the water damage to Guildhall Murals and add names of those personalities featured.

Decision Required: Resolution: To approve budget spend of £240.

Lead: Cllr. Stuart Wright





933/20

EVENTS PLAN 2021

To discuss specific events as part of the programme of TTC events to be delivered in 2021.

- ❖ · **Mayor Making – 21 May 2021.**
- ❖ · **Heritage Events – 12 September 2021.**
- ❖ · **Christmas Market – 12 December 2021.**

Decision Required: None.

Lead: VEM Officer



Mayor Making – 21 May 2021.

The law allowing virtual Council meetings ceases at midnight 6 May 2021.

There is a High Court appeal that has been lodge to allow an extension – we await a decision.

Planning two versions:

- 1. Virtual Mayor Making**

- 2. Actual Mayor Making with appropriate restrictions.**
 - ❖ Ceremony to be held in Carnegie.**
 - ❖ Livestreaming the event.**
 - ❖ Councillors will parade into main room.**
 - ❖ Some revised protocols around dressing and putting on of Ceremonial Chains will be required.**



Heritage Events – 12 September 2021.

Part of the Heritage Open Days programme

Sunday 12th September 2021 will be our Guildhall Open Day

- ❖ **Holmes & Kable play**
- ❖ **Edwardian Soiree**
- ❖ **Traditional Afternoon Teas**
- ❖ **Exhibition in the Gallery**

Market Place
Guildhall Large Court
Guildhall Tea Room
Guildhall Gallery



Christmas Market – 12 December 2021.

Christmas Lights switch-on – Friday 26 November 2021

Guildhall Heritage NHLF Grant – has stipulated outcomes

- **Deliver 6 x Specialist Markets**
- **Christmas Gift Market will be delivered alongside our Saturday Market within Guildhall on 11th December 2021.**
- **Christmas Gift Market will be delivered Sunday 12th December 2021 within Guildhall & Market Place. In addition to gift stalls there will also be;**
 - **Father Christmas & Sleigh**
 - **Carol Singers**
 - **Food Stalls**
 - **Costumed Characters**



934/20

COMMITTEE OFFICERS UPDATE

To receive any update from the Committee Officer since the issue of the agenda.

Decision Required: To approve any agreed communications.

Lead: Chair

935/20

COMMUNITY ENGAGEMENT

To discuss and agree any consultation or media release required.

Decision Required: None

Lead: VEM Officer



936/20

EXCLUSION OF PRESS AND PUBLIC

To consider resolving that, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded for any remaining items of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed.



937/20

HONOURED CITIZENS AWARDS 2021

To receive nominations and decide whom are recipient of the Honoured Citizens Awards 2021

Decision Required: Resolution: To approve the decision to award the Honoured Citizen Award 2021.

Lead: VEM Officer