



LOCAL GOVERNMENT ACT 1972
NOTICE OF A MEETING OF
THETFORD TOWN COUNCIL AMENITIES COMMITTEE

YOU ARE HEREBY SUMMONED TO ATTEND THE AMENITIES COMMITTEE MEETING WHICH WILL BE HELD IN THE COUNCIL CHAMBER, KINGS HOUSE, ON TUESDAY 9 JANUARY 2024 STARTING AT 6.00 PM.

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

Alan Yorke

Alan Yorke
Acting Town Clerk
4 January 2024

AGENDA

551/23	<u>DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS</u> To receive any additional interest not already registered.
552/23	<u>APOLOGIES FOR ABSENCE</u> To receive.
553/23	<u>MINUTES AMENITIES COMMITTEE</u> To confirm the minutes of the Amenities Committee meeting held on 5 December 2023 as a true record and be signed/initialled by the Committee Chairman. Decision required: To agree accuracy of the minutes. Lead: Committee Clerk.
554/23	<u>TOWN TEAM MANAGER'S REPORT</u> To receive and discuss the report from the Town Team Manager. Decision required: To note the report. Lead: Town Team Manager.
555/23	<u>REVIEW OF OPPORTUNITIES TO FURTHER DEVELOP THE CEMETERY</u> To consider suggestions on how best to further develop the Cemetery so that sufficient funds will be available to enable the Cemetery to be maintained on an ongoing basis and for burials to continue in the longer-term.

	<p>Decision required: To identify what opportunities to consider and to decide how to proceed further. Lead: Councillor Mac MacDonald.</p>
556/23	<p><u>VARIOUS CEMETERY RELATED MATTERS</u></p> <p><u>1. BURIAL ADMINISTRATOR'S REPORT</u> To receive and discuss the report from the Burial Administrator. Decision required: To note the report. Lead: Officers.</p> <p><u>2. REVIEW OF OPENING HOURS OF CEMETERY</u> To consider and discuss the trialling of extending the opening hours of the Cemetery, including feedback on the survey that was carried out. Decision required: To confirm the opening hours of the Cemetery during the 2024 calendar year. Leads: Chair and Acting Town Clerk.</p> <p><u>3. CEMETERY FEES AND CHARGES</u> To review recommendations from officers on the review of Cemetery fees based on a benchmarking exercise with other local councils in Norfolk and Suffolk. Decision required: To approve the recommendations. Leads: Chair and Acting Town Clerk.</p> <p><u>4. APPLICATION FOR A MEMORIAL BENCH AT THE CEMETERY</u> To discuss and consider a Memorial Bench Application that has been previously distributed to Committee Councillors. Decision required: To consider whether or not to approve the Memorial Bench Application received. Leads: Chair and Officers.</p>
557/23	<p><u>PRELIMINARY FINANCIAL REPORT (AMENITIES)</u> To receive and discuss the preliminary Amenities Financial Report for the nine months ended 31 December 2023. Decision required: To note the financial report. Leads: Chair and Acting Town Clerk.</p>
558/23	<p><u>PRELIMINARY FINANCIAL REPORT (CEMETERY)</u> To receive and discuss the preliminary Cemetery Financial Report for the nine months ended 31 December 2023. Decision required: To note the financial report. Leads: Chair and Acting Town Clerk.</p>
559/23	<p><u>SMALL GRANTS</u> To consider Small Grant Applications that have been previously circulated to Committee Councillors. Decision required: To approve the Small Grant Applications received. Leads: Chair and Acting Town Clerk.</p>
560/23	<p><u>MONITORING OF AMENITIES FACILITIES ON WEEKENDS AND PUBLIC HOLIDAYS</u> To discuss and review monitoring mechanisms identified by officers that can be put in place to ensure that all facilities under the auspices of the Amenities Committee are available to residents where advertised, particularly on weekends and public holidays.</p>

	<p>Decisions required: To approve appropriate monitoring mechanisms. To make recommendations to the Finance and Personnel Committee if the monitoring mechanism has an impact on personnel. To also approve any changes to signage that may be required (also considering the recommendations in agenda item 560/23 above).</p> <p>Leads: Chair and Town Team Manager.</p>
561/23	<p><u>REQUEST TO HOLD TWO SEPARATE EVENTS ON BARNHAM CROSS COMMON</u></p> <p>To consider an application to hold two different events on Barnham Cross Common by BFER on 16 February 2024 and 11 March 2024 as set out in the documentation circulated before the meeting.</p> <p>Decisions required: To approve the events and set out any conditions deemed necessary. To consider whether or not to waive the fee for using the Council's Open Space.</p> <p>Lead: Acting Town Clerk.</p>
562/23	<p><u>HEALTH & SAFETY MATTERS</u></p> <p>To update the Committee on any health & safety matters that have arisen since the last meeting.</p> <p>Decision required: To note the update.</p> <p>Leads: Councillor Chris Harvey and Officers.</p>
563/23	<p><u>CORRESPONDENCE</u></p> <p>To update the Committee on any correspondence received.</p> <p>Decision required: To note the correspondence.</p> <p>Lead: Officers.</p>
564/23	<p><u>ACTION POINTS FROM PREVIOUS MEETINGS</u></p> <p>To review the action points carried forward from previous meetings.</p> <p>Decision Required: To note the action points.</p> <p>Lead: Chair.</p>
565/23	<p><u>COMMUNITY ENGAGEMENT</u></p> <p>To discuss and agree any consultation or media release required.</p> <p>Decision Required: To approve any media release that is required and to specify in what format the media release should take (social media posts and/or press releases).</p> <p>Lead: Chair.</p>
566/23	<p><u>COMMITTEE OFFICERS UPDATE</u></p> <p>To receive any update from the Committee Officer since the agenda for this meeting was issued.</p> <p>Decision required: To note the update.</p> <p>Lead: Committee Officer.</p>