



**LOCAL GOVERNMENT ACT 1972
NOTICE OF A MEETING OF
THETFORD TOWN COUNCIL COMMUNITY AND ENVIRONMENTAL
SERVICES COMMITTEE**

YOU ARE HEREBY SUMMONED TO ATTEND THE COMMUNITY AND ENVIRONMENTAL SERVICES COMMITTEE MEETING WHICH WILL BE HELD IN THE COUNCIL CHAMBER, GUILDHALL, ON TUESDAY 2 JULY 2024 STARTING AT 6.00 PM.

MEMBERS OF THE PUBLIC AND REPRESENTATIVES OF THE PRESS CAN ATTEND THE MEETING. THERE IS LIMITED SEATING AVAILABLE FOR THE PUBLIC AND REPRESENTATIVES OF THE PRESS, WHICH WILL BE ALLOCATED ON A FIRST COME FIRST SERVED BASIS. 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
27 June 2024

AGENDA

136/24	<u>DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS</u> To receive any additional interest not already registered.
137/24	<u>APOLOGIES FOR ABSENCE</u> To receive.
138/24	<u>MINUTES</u> To confirm the minutes of the Community and Environmental Services Committee meeting held on 4 June 2024 which were received by Council on 25 June 2024, as a true record and be signed/initialled by the Committee Chairman. Decision required: To agree accuracy of the minutes. Lead: Committee Clerk.
139/24	<u>REVISED TERMS OF REFERENCE</u> To approve the revised Terms of Reference of the Community and Environmental Services Committee incorporating the amendments suggested at the previous Committee meeting. Decision required: To recommend the revised Terms of Reference to Full Council. Leads: Chair and Acting Town Clerk.
140/24	<u>TOWN TEAM MANAGER'S REPORT</u> To receive and discuss the report from the Town Team Manager.

	<p>Decision required: To note the report. Lead: Town Team Manager.</p>
141/24	<p><u>BURIAL ADMINISTRATOR'S REPORT</u> To receive and discuss the report from the Burial Administrator. Decision required: To note the report. Lead: Town Team Manager.</p>
142/24	<p><u>ALLOTMENTS REPORT</u> To receive and discuss the report from the Allotments Officer. Decision required: To note the report. Lead: Town Team Manager.</p>
143/24	<p><u>MARKET REPORT</u> To receive and discuss the report on the Market. Decision required: To note the report. Lead: Town Team Manager.</p>
144/24	<p><u>PRELIMINARY FINANCIAL REPORTS</u> To receive preliminary financial reports for the three months ended 30 June 2024. Decision required: To note the financial reports. Lead: Acting Town Clerk.</p>
145/24	<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>
146/24	<p><u>HEALTH & SAFETY MATTERS</u> To update the Committee on any health & safety matters that have arisen since the last meeting. Decision required: To note the update. Leads: Councillor Chris Harvey and Officers.</p>
147/24	<p><u>CORRESPONDENCE</u> To update the Committee on any correspondence received or to be sent. Decision required: To note the correspondence. Leads: Officers.</p>
148/24	<p><u>ACTION POINTS FROM PREVIOUS MEETINGS</u> To review the action points carried forward from previous meetings. Decision required: To note the action points. Lead: Chair.</p>
149/24	<p><u>COMMUNITY ENGAGEMENT</u> To discuss and agree any consultation or media release required. 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). Lead: Chair.</p>
150/24	<p><u>COMMITTEE OFFICERS UPDATE</u> To receive any update from the Committee Officer since the agenda for this meeting was issued.</p>

	Decision required: To note the update. Lead: Committee Officer.
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