



**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 6 AUGUST 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  
1 August 2024

**AGENDA**

211/24	<b><u>DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS</u></b> To receive any additional interest not already registered.
212/24	<b><u>APOLOGIES FOR ABSENCE</u></b> To receive.
213/24	<b><u>MINUTES</u></b> To confirm the minutes of the Community and Environmental Services Committee meeting held on 2 July 2024 which were received by Council on 30 July 2024, as a true record and be signed/initialled by the Committee Chairman. Decision required: To agree accuracy of the minutes. Lead: Committee Clerk.
214/24	<b><u>TOWN TEAM MANAGER'S REPORT</u></b> To receive and discuss the report from the Town Team Manager. Decision required: To note the report. Lead: Town Team Manager.
215/24	<b><u>BURIAL ADMINISTRATOR'S REPORT</u></b> To receive and discuss the report from the Burial Administrator. Decision required: To note the report. Lead: Acting Town Clerk.

216//24	<p><b><u>ALLOTMENTS REPORT</u></b>  To receive and discuss the report from the Allotments Officer.  Decision required: To note the report.  Lead: Acting Town Clerk.</p>
217/24	<p><b><u>MARKET REPORT</u></b>  To receive a verbal update on the Market Place.  Decision required: To note the report.  Lead: Acting Town Clerk.</p>
218/24	<p><b><u>PRELIMINARY FINANCIAL REPORTS</u></b>  To receive preliminary financial reports for the four months ended 31 July 2024.  Decision required: To note the financial reports.  Lead: Acting Town Clerk.</p>
219/24	<p><b><u>SMALL GRANT</u></b>  To consider a Small Grant Application that has been previously circulated to Committee Councillors.  Decision required: To approve the Small Grant Application received.  Leads: Chair and Acting Town Clerk.</p>
220/24	<p><b><u>UPDATE ON RAMSEY CLOSE</u></b>  To receive an update on the change of covenant on Ramsey Close.  Decision required: To decide on the next steps to take.  Leads: Chair and Acting Town Clerk.</p>
221/24	<p><b><u>UPDATING OF OPEN SPACE POLICY</u></b>  To update the Open Space Policy to incorporate geocaching.  Decision required: To approve the updated Open Space Policy.  Leads: Chair and Acting Town Clerk.</p>
222/24	<p><b><u>HEALTH &amp; SAFETY MATTERS</u></b>  To update the Committee on any health &amp; safety matters that have arisen since the last meeting.  Decision required: To note the update.  Leads: Councillor Chris Harvey and Officers.</p>
223/24	<p><b><u>CORRESPONDENCE</u></b>  To update the Committee on any correspondence received or to be sent.  Decision required: To note the correspondence.  Lead: Acting Town Clerk.</p>
224/24	<p><b><u>ACTION POINTS FROM PREVIOUS MEETINGS</u></b>  To review the action points carried forward from previous meetings.  Decision required: To note the action points.  Lead: Chair.</p>
225/24	<p><b><u>COMMUNITY ENGAGEMENT</u></b>  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>

<b>226/24</b>	<b><u>COMMITTEE OFFICERS UPDATE</u></b> To receive any update from the Committee Officer since the agenda for this meeting was issued. Decision required: To note the update. Lead: Committee Officer.
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