

Minutes
Heritage and Events Committee
[Heritage & Town Events](#)

Date 20/12/2023
Time 18:00 - 19:40
Location King's House, Council Chamber
Present Carla Barreto, Mike Brindle (Chair), Mac Macdonald, Adam Mitchell, Matthew Stirrup, Stuart Terry (Vice Chair), and Terry Land.

Officers David Brooks (Heritage and Events Officer).

MINUTES

539/23 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS

None.

540/23 APOLOGIES FOR ABSENCE

Apologies: Councillors Ann Blackburn, Victor Peters, and Ronald Wood.

541/23 MINUTES

RESOLVED: The minutes of the Heritage and Events Committee meeting held on 18th October 2023 received by Council on 31st October 2023 are a true record and signed/initialled by the Chairman.

542/23 THETFORD RICKSHAW PROJECT

The Committee received a presentation from the Norfolk Community Foundation for Thetford Town Council to support the Rickshaw Project:

- The project is aimed at building stronger communities and bringing people together. The Rickshaw Revolution will offer people experiences within the local community, focussing on mobility issues and social isolation in the rural community. The project can be accessed by self-referral, doctors' recommendations, nursing homes, and charities. Rides around the town will commence from the Market Place for a couple of hours and volunteer riders who have been DBS checked can chat with passengers on the journeys (Chatty Chums). One of the rickshaws has been adapted to accommodate wheelchairs.
- Some businesses have pledged to cover the costs of the first rickshaws and other organisations have been keen to provide support, including printing, design, and leaflet costs.
- Councillors further questioned the Project Organisers and were wary at this stage to provide too much support other than endorse the idea as a good opportunity to be further developed, including the operation of a booking system.
- Councillor Terry Land and the Committee Officer were recognised as part of the developmental steering group and agreed that they would continue to report back to the Committee.

Action Point: A sub-group to be set up comprising Councillors Carla Barreto, Adam Mitchell, and Terry Land.

RESOLVED: The Committee agreed to support the project, in principle, subject to further development with membership of councillor and officer support on the initial steering group.

543/23 MAYORAL AND CIVIC EVENTS

The Committee received an update on past events since the last meeting, which were well-attended:

Remembrance Parade & Reception.

- Councillors expressed their condolences regarding the death of John Waine.
- Programme of Events to be produced to including procedural guidance for Councillors.
- Letter to be sent to the Royal British Legion Thetford Branch offering assistance with the planning and delivery of the annual events.

Mayor's Christmas Carol Service.

- The Civic Secretary reported that the annual event was successful.

Action Point: Councillor Mac Macdonald to produce a Programme of Events to be discussed at the next committee meeting scheduled for 21st February 2024.

The update was noted.

544/23 TOWN EVENTS 2023/24

The Committee discussed an update on the following event:

Christmas Lights Switch on / weekend.

- The events were very well supported and attended by many members of the public. Santa arrived on the river, as per previous years. 200 children with lanterns, singing, and drumming accompanied the sleigh to the Market Place, and the Town Centre was packed.
- Councillors made reference to the issues with the PA system for the actual Lights Switch on and the Mayoral introductions, plus countdown. The Committee noted that further challenges were encountered due to The Guildhall's scaffolding issue, currently, and suggestions of moving the sound system and erecting brackets on walls for speakers.
- It was suggested that the Council investigates reviewing the equipment by contacting the Deputy Town Clerk to provide the Heritage, Events and Communications Committee with upgrade options at the next meeting scheduled for 21st February 2024.

Action Points:

1. Committee to investigate upgrade options of the outdoor PA equipment and report back to next H&E committee meeting.
2. Councillors requested that they be included in the events occurring at the riverside, including Santa's arrival next year.

The update was noted.

545/23 EVENTS SPONSORSHIP FRAMEWORK

The Committee discussed sponsorships arrangements of events and identified Councillor oversight responsibilities in respect of sponsorships:

- Councillor Matt Stirrup presented thoughts to review the Town Council sponsorship options going forward, including plans to seek sponsors, identifying what states a sponsor, Councillor oversight, group suitability or sponsors' mechanisms, and return expected from sponsors.
- The Committee Officer presented attending Councillors with some options that could be formalised further and presented at the next Committee meeting scheduled for 21st February 2024, subsequently to be approved at Full Council.

Action Point: Committee Officer to circulate the proposed sponsorship to Councillors for further review and discussion at the next Heritage and Events Committee meeting.

RESOLVED: The Committee agreed a framework for managing sponsorships of town events.

546/23 FINANCIAL REPORT FOR THE EIGHT MONTHS ENDED 30 NOVEMBER 2023

The Committee discussed the Financial Report for the eight months ended 30 November 2023, which was circulated prior to the meeting.

The financial report was noted.

547/23 HONOURED CITIZENS AWARD

The Committee discussed an update:

- A meeting took place with the Chair of the Committee, the organiser of the Thetford Awards Recognising Achievement (TARA's) and the Committee Officer to confirm the revised date of the TARA's, which is on Saturday 3rd February 2024.
- Four nominations have been received, some of which have been recommended by Councillors, and Councillor Matthew Stirrup requested to amend his nomination.
- A sub-group to be set up comprising Councillors that have not submitted nominations. Councillors Mac Macdonald, Stuart Terry, and Carla Barreto agreed to form a sub-group.

Action Point: The sub-group to decide the recipient of the Award and provide the information to the organiser of the TARA's and the nominee, via the Committee Officer.

The update was noted.

548/23 HEALTH & SAFETY MATTERS

The Committee noted that there were no health & safety matters that had arisen since the last meeting.

The update was noted.

549/23 COMMUNITY ENGAGEMENT

The Committee noted that there was no consultation or media release required.

The update was noted.

550/23 COMMITTEE OFFICER'S UPDATE

The Committee noted that there was no update from the Committee Officer since the issue of the agenda.

The update was noted.

Chairman