



**LOCAL GOVERNMENT ACT 1972
NOTICE OF A MEETING OF
THETFORD TOWN COUNCIL
HERITAGE AND EVENTS COMMITTEE**

**YOU ARE HEREBY SUMMONED TO ATTEND THE HERITAGE AND
EVENTS COMMITTEE MEETING OF THETFORD TOWN
COUNCIL WHICH WILL BE HELD IN THE COUNCIL CHAMBER, THE GUILDHALL,
THETFORD ON WEDNESDAY 12 JUNE 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
7 June 2024**

AGENDA

81/24	<u>DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS</u> To receive any additional interest not already registered.
82/24	<u>APOLOGIES FOR ABSENCE</u> To receive.
83/24	<u>MINUTES</u> To confirm the minutes of the former Heritage and Events Committee meeting held on the 21 February 2024, which were received by Full Council on 27 February 2024, and the minutes of the former Venues and Markets Committee meeting held on the 20 March 2024, which were received by Full Council on 26 March 2024, be confirmed as a true record and signed/initialled by the Chairman. Decision required: To agree the accuracy of the minutes. Lead: Committee Clerk.
84/24	<u>REVIEW OF THE COMMITTEE'S TERMS OF REFERENCE.</u> To review and discuss the Heritage and Events Committee's Terms of Reference.

	<p>Decision required: To recommend the Committee’s Terms of Reference to Full Council.</p> <p>Lead: Committee Officer.</p>
85/24	<p><u>MAYORAL AND CIVIC EVENTS.</u></p> <p>To discuss delivered events and provide an update on those upcoming in the Mayoral / Civic calendar.</p> <p>Decision required: To note the update.</p> <p>Leads: Chair and Committee Officer.</p>
86/24	<p><u>APPOINTING A VOLUNTEER CIVIC SUPPORT TEAM</u></p> <p>To discuss and review the structure of a proposed Civic Support Team.</p> <p>Decision required: To approve the appointment of a Civic Support Team.</p> <p>Leads: Chair and Committee Officer.</p>
87/24	<p><u>CIVIC PRIDE AWARDS.</u></p> <p>To receive and discuss a proposal to develop and deliver a Town Council-driven annual Civic Pride Awards.</p> <p>Decisions required: To make an in-principal decision as to whether to host an annual Civic Pride Awards Ceremony. If the decision is to proceed, to set out the timing, the number of awards and other factors to be formally approved at a future committee meeting.</p> <p>Leads: Chair and Committee Officer.</p>
88/24	<p><u>DECISION-MAKING FRAMEWORK FOR THE PLANNING AND DELIVERY OF TOWN EVENTS</u></p> <p>To receive and discuss a proposal for the planning, review and delivery of town events.</p> <p>Decisions required: To approve the framework.</p> <p>Leads: Chair and Committee Officer.</p>
89/24	<p><u>TOWN EVENTS 2024/25.</u></p> <p>To receive an update on delivered and planned events.</p> <p>Decision required: To note the update.</p> <p>Leads: Chair and Committee Officer.</p>
90/24	<p><u>PARTNERSHIP AND THIRD-PARTY EVENTS</u></p> <p>To receive an update on delivered and planned partnership and third-party events.</p> <p>Decision required: To note the update.</p> <p>Lead: Committee Officer.</p>
91/24	<p><u>REPORT ON EDUCATIONAL PROJECTS AND SCHOOL LIAISONS</u></p> <p>To receive a report on past educational engagements with schools.</p> <p>Decision required: To note the report.</p> <p>Lead: Committee Officer.</p>
92/24	<p><u>FUTURE USE OF GUILDHALL TEA ROOM</u></p> <p>To review and discuss how best to use the Guildhall Tea Room in the future as set out in the supporting papers.</p> <p>Decision required: To confirm future usage and naming of the Tea Room.</p> <p>Leads: Chair and Committee Officer.</p>

93/24	<p><u>SUPPORT TO THE 2024 THETFORD PUNJAB FESTIVAL</u> To discuss and review whether to support the 2024 Thetford Punjab Festival. Decision required: To determine what support, if any, to provide and then to identify possible sources of funding if support is to be provided. Lead: Councillor Terry Jermy.</p>
94/24	<p><u>ACTION POINTS FROM PREVIOUS MEETINGS</u> To review and update the action points brought forward from previous meetings (Venues and Markets as well as Heritage and Events that now fall within the remit of this committee) Decision required: To review and update the action points. Lead: Chair.</p>
95/24	<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>
96/24	<p><u>COMMITTEE OFFICERS UPDATE</u> 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.</p>
97/24	<p><u>EXCLUSION OF PRESS AND PUBLIC</u> 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. Decision required: To decide whether or not to exclude the press and public. Lead: Chair.</p>
98/24	<p><u>HERITAGE MASTERPLAN UPDATE</u> To discuss the timeline and procurement process for further developing the Funding Bid taking into account what was previously procured. Decision Required: To decide who and the process to procure the next stage funding bid. Leads: Chair and Committee Officer</p>