



Thetford Town Council, The Carnegie, Cage Lane, Thetford, IP24 2DS
Tel: 01842 754247

THETFORD TOWN COUNCIL

HERITAGE AND EVENTS COMMITTEE

Date: **Wednesday 13 November 2024** Time: **6:00 pm**

Place: **Guildhall Council Chamber, The Guildhall, Market Place, IP24 2DT**

Members are hereby summoned to attend the above meeting to transact the following business. Members are respectfully reminded that each item on the agenda should be carefully examined.

COMMITTEE MEMBERSHIP:

A. Blackbourn (Chair), D. Jefferson (Vice Chair), M. Brindle, M. MacDonald, V. Peters, V. Ross-Smith, M. Stirrup, S. Wright, T. Jermy, C. Barreto.

FOR INFORMATION:

D. Blackbourn, I. Evans, C. Harvey, T. Land, H. McCambridge, A. Mitchell, S. Terry, R. Wood.

S. Wright
S. Wright (Nov 8, 2024 15:30 GMT)

Town Clerk
8 November 2024

AGENDA

396/24	<u>Apologies for Absence</u> To receive and approve apologies for absence.
397/24	<u>Minutes Heritage and Events Committee</u> To confirm the minutes of the Heritage & Events Committee meeting held on 18 September 2024 as a true record and be signed by the Committee Chair. Decision required: To agree the minutes of the last meeting. Lead: Chair.

398/24	<u>Declarations of any Disclosable Pecuniary Interests</u> To receive any additional interest not already registered.
399/24	<u>Financial Report and Other Financial Information</u> To receive and discuss the Financial Report for the period ended 30 September 2024 as well as other financial information. Decision required: To note the Financial Report. Lead: Deputy Town Clerk.
400/24	<u>Update on Mayoral and Civic Events</u> To review and discuss a written delivered events and provide an update on those upcoming in the Mayoral / Civic calendar. To also note changes in the staffing of the Civic function. Decision required: To note the update. Lead: Committee Officer.
401/24	<u>Update on Town and Partnership Events 2024/25</u> To receive a written update on delivered Town and Partnership Events since the last Committee meeting and to discuss future Town and Partnership Events planned. Decision required: To note the update. Lead: Committee Officer.
402/24	<u>Update on Educational Projects</u> To receive a written update on delivered Educational Projects since the last Committee meeting and to discuss future Educational Projects planned. Decision required: To note the update. Lead: Committee Officer
403/24	<u>Programme of Events for the 2025/26 budget year</u> To receive and discuss a proposed programme of events for inclusion in the Committee's budget for 2025/26. Decision required: To approve the programme of events. Lead: Chair.
404/24	<u>VE and VJ Day 80th Anniversary 2025</u> To review ideas and estimated costs to celebrate the 80th Anniversary of VE and VJ Day in 2025 as proposed in the working group entrusted with this task. Decision required: To consider the proposals of the working group and to confirm a project plan. Lead: Chair and Councillor Vic Peters.
405/24	<u>Thetford Community Festival</u> To receive a verbal update on the planned Thetford Community Festival in 2025. To discuss what roles, if any, are proposed for the Town Council to undertake in supporting this event. Decision required: To note the update and to identify possible roles that could be undertaken by the Town Council. Lead: Councillor Carla Barreto.

406/24	<p><u>Review of the Venue Hire Charges, Concessions and Booking Terms and Conditions</u></p> <p>To review and discuss the proposed changes to the Venue Hire Charges for 2025/26. To also review proposed changes to the Booking Terms and Conditions for Venues.</p> <p>Decision required: To approve the proposed Venue hire charges and Booking Terms and Conditions.</p> <p>Leads: Chair and Committee Officer.</p>
407/24	<p><u>Use of Guildhall facilities and Council staff time for In-House Community Groups</u></p> <p>To receive a report on the continued use of the Guildhall facilities for continuation of In-house Community Groups as well as the use of Council staff time.</p> <p>Decision required: To decide whether the Council continues to support these In-House Community Groups.</p> <p>Lead: Chair</p>
408/24	<p><u>Progress on Actions from Previous Meeting</u></p> <p>To review and update the action points brought forward from the previous Heritage and Events meeting.</p> <p>Decision required: To review and update the action points.</p> <p>Lead: Chair.</p>
409/24	<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: None.</p> <p>Lead: Committee Officer.</p>

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.







Heritage and Events Agenda - 13 November 2024

Final Audit Report

2024-11-08

Created:	2024-11-08
By:	Alan Yorke (alanyorke@thetfordtowncouncil.gov.uk)
Status:	Signed
Transaction ID:	CBJCHBCAABAAYLec6G9_7o84xRKWiY-g9VwIML_VOweu

"Heritage and Events Agenda - 13 November 2024" History

-  Document created by Alan Yorke (alanyorke@thetfordtowncouncil.gov.uk)
2024-11-08 - 3:28:40 PM GMT
-  Document emailed to sonyawright@thetfordtowncouncil.gov.uk for signature
2024-11-08 - 3:28:43 PM GMT
-  Email viewed by sonyawright@thetfordtowncouncil.gov.uk
2024-11-08 - 3:30:09 PM GMT
-  Signer sonyawright@thetfordtowncouncil.gov.uk entered name at signing as S. Wright
2024-11-08 - 3:30:34 PM GMT
-  Document e-signed by S. Wright (sonyawright@thetfordtowncouncil.gov.uk)
Signature Date: 2024-11-08 - 3:30:36 PM GMT - Time Source: server
-  Agreement completed.
2024-11-08 - 3:30:36 PM GMT