



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

**THETFORD TOWN COUNCIL**  
**FULL COUNCIL**

Date: **Tuesday 24<sup>th</sup> September 2024** Time: **7:00 pm**  
Place: **Guildhall Large Court, 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.**

**COUNCILLORS**

C. Harvey (Mayor), C. Barreto (Deputy Mayor), A. Blackburn, D. Blackburn, M. Brindle, I. Evans, D. Jefferson, T. Jermy, T. Land, M. MacDonald, H. McCambridge, A. Mitchell, V. Peters, V. Ross-Smith, M. Stirrup, S. Terry, R. Wood, S. Wright.

pp *Alan Yorke*

**Town Clerk**  
19<sup>th</sup> September 2024

**AGENDA**

<b>324/24</b>	<b><u>Apologies for Absence</u></b> To receive and approve apologies for absence.
<b>325/24</b>	<b><u>Full Council Committee Minutes</u></b> To confirm the minutes of the Full Council meeting held on 30 <sup>th</sup> July 2024 as a true record and be signed/initialled by the Mayor. Decision required: To agree the minutes of the last meeting. Lead: Mayor.
<b>326/24</b>	<b><u>Declaration Of Any Disclosable Pecuniary Interests</u></b> To receive any additional interest not already registered.
<b>327/24</b>	<b><u>Public Participation</u></b> To consider a resolution under Standing Orders 3d to 3h to suspend the meeting to hear comments from members of the public on council matters including items on the agenda ( <i>the period of designated time for public participation is 15 minutes and individual members of the public and County</i>

	<i>and District Councillors who are not Thetford Town Councillors are entitled to speak for a maximum of 3 minutes each unless otherwise agreed by the Chair of the meeting, under Standing Order 3(g) &amp; (h)).</i>
<b>328/24</b>	<b><u>Mayor's Report</u></b> To receive and note a report from the Mayor. Decision required: None. Lead: The Mayor.
<b>329/24</b>	<b><u>Town Council Representatives on Other Bodies</u></b> To receive and note any verbal updates <sup>1</sup> . Decision required: None. Lead: The Mayor.
<b>330/24</b>	<b><u>Town Clerk Report</u></b> To receive and note a report from the Town Clerk. Decision required: None. Lead: Town Clerk.
<b>331/24</b>	<b><u>Public Participation Policy</u></b> To review and discuss the new Public Participation Policy. Decision required: To approve the Public Participation Policy. Leads: Town Clerk/Deputy Town Clerk.
<b>332/24</b>	<b><u>Code of Conduct</u></b> To review and discuss the new Member Code of Conduct. Decision required: To agree on the new Member Code of Conduct. Lead: Town Clerk.
<b>333/24</b>	<b><u>Member/Officer Relations Code</u></b> To review and discuss the Member/Officer Relations Code. Decision Required: To agree and approve the new Member/Officer Relations Code. Lead: Town Clerk.
<b>334/24</b>	<b><u>General Power of Competence</u></b> To receive a report to agree to Thetford Town Council adopting the General Power of Competence. Decision Required: To agree and approve the new General Power of Competence. Lead: Town Clerk.
<b>335/24</b>	<b><u>Appointment of a Bid Writer for the Heritage Masterplan</u></b> To consider the process to appoint a Bid Writer to draft the bid for the Heritage Masterplan as recommended by the Heritage and Events Committee. To also

<sup>1</sup> The purpose of this item is to enable Councillors and the public to understand developments and activities in the bodies where Councillors have been requested to represent the Town Council.

	<p>invite Councillors that would like to join the Working Group constituted to drive this process forward to do so.  Decision required: To approve the process to appoint a Bid Writer.  Lead: Councillor A. Blackbourn.</p>
<b>336/24</b>	<p><b><u>Use of Council Seal</u></b></p> <p>To note the use of the Council Seal on a land purchase and a lease agreement.  Decision required: None.  Lead: Deputy Town Clerk.</p>
<b>337/24</b>	<p><b><u>Community Engagement</u></b></p> <p>To discuss and agree on 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: The Mayor.</p>
<b>338/24</b>	<p><b><u>Exclusion of Press and Public</u></b></p> <p>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: Whether or not to exclude the press and public.  Lead: The Mayor.</p>
<b>339/24</b>	<p><b><u>IT &amp; Telecommunications</u></b></p> <p>To receive a report regarding IT &amp; Telecommunications.  Decision Required: To agree on how to proceed with IT &amp; Telecommunications.  Lead: Town Clerk.</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.