



CIVIC HERITAGE AND EVENTS

19 September 2023

6:30pm / Town Hall

Members of the Civic Heritage and Events Committee are hereby summoned to this meeting.

Cllrs: Cleeve, Duck, Harding, Hunter, McNaught-Barrow, Petrovic, Rashwan and Vos

Recording of meetings by Press and the Public

Recording, filming and photography at meetings of the Council, which members of the public can attend is allowed as long as proceedings at the meeting are not disrupted. Recording is not allowed when the meeting has agreed to formally exclude the press and public due to the nature of business discussed. To minimise disturbance to others attending the meeting please switch your phone or other mobile device to silent mode. Unless agreed otherwise in advance, recording and reporting must take place from the public seating area and should be overt and focused on those speaking at the meeting, not other members of the public.

A G E N D A

- 1. Apologies for Absence.**
- 2. Declarations of Interests** of items on the Agenda.
- 3. To receive written requests for dispensation** for disclosable pecuniary interests (if any).
- 4. To grant any requests for dispensation** as appropriate.
- 5. Public Participation** of non-agenda items (subject to a time limit of 15 minutes).
- 6. To Approve the Draft Open Minutes** of the meeting of the Civic, Heritage and Events Committee held on 18 July, 2023.

7. **To Approve the Draft Open Notes** of the Website, Social Media and Newsletter sub-group held on 15 August, 2023.
8. **To Approve the Draft Open Minutes** of a meeting of the Market Forum held on 05 September.
10. **Town Clerk's Open Report**
Pages 1-2 and Appendices A, B, C, D, E and F
 - 10.1 Remembrance Sunday -12 November, 2023
 - **Any additional updates will be given at the meeting.**
 - 10.2 Christmas Lights Switch-On -18 November at 5:30pm
 - **To receive a report regarding this year's event and the proposed programme, for information.**
 - 10.3 Terms of Reference of the Civic Heritage and Events Committee
 - **To undertake the annual review**
 - 10.4 Protocol and Procedures for the Mayor
 - **To undertake the annual review**
 - 10.5 Civic Ceremony and Procedure Document
 - **To undertake the annual review**
 - 10.6 Review of the Civic Heritage and Events Budget
 - **To note the Management Accounts and Management Accounts Review documents, in order to start formulating a Civic Budget for 2024/2025.**
11. **Date of Next Meeting** - Tuesday 7 November 2023 at 6:30pm



Caroline Nash
Town Clerk