

MINUTES OF THE MEETING OF THETFORD TOWN COUNCIL
HELD IN THE COUNCIL CHAMBER, KING'S HOUSE, THETFORD, ON
TUESDAY 25th JUNE 2019, STARTING AT 7.00 P.M. WITH THE OPEN FORUM

Present:
The Mayor, Councillor B J Canham

Councillors:

C Barreto	M P Brindle
C R P Burnett	J Butler
D M Crawford	C Harvey
D J Hodgkinson	J Hollis
T J Jermy	M Taylor
S N H Wright	

Officers present:

Tina Cunnell	Town Clerk
Roz Barnett	Deputy Town Clerk
Chris Crimmen	Committee Secretary

OPEN FORUM

- A member of the public asked if the Council had considered placing a structure at the top of Castle Hill that would outline interesting places that can now be seen from the hill. Councillor S Wright replied that plans are in place but there are no funds available at present to carry out this work.
- Two members of the public reported that the children of Thetford Schools gave two performances of a specially-written children's opera of the Magic Flute at the Theatre Royal Norwich. There were 120 Year 5 students from four Thetford schools on the stage alongside professional singers, with over 250 children from 12 Norfolk schools singing from the audience circle. They had been invited to perform the opera at the Royal Albert Hall on 13th October 2019 and they asked for a donation by Thetford Town Council towards travel costs. The Deputy Town Clerk reported that the Council cannot give donations but Thetford Schools can apply for a small grant scheme up to £300.
- A member of the public asked if there were any age restrictions for the Castle Hill Play Park as the facilities were being misused by older children. The Deputy Town Clerk reported that there are restrictions and residents should use the 101 phone number to let the police know of this issue.

Minutes

119/19 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS
None.

120/19 APOLOGIES FOR ABSENCE
Apologies were received from Councillors R F W Brame, J James and M S Robinson.

121/19

MINUTES

RESOLVED: The minutes of the Council Meeting held on 28th May 2019, excepting those items dealt with following the exclusion of press and public to be addressed under agenda 132/19 below be confirmed as a true record and signed/initialled by the Committee Chairman.

122/19

COMMITTEE REPORTS

To receive the following:

a) Personnel Committee (minutes 41/19 – 48/19) 04/06/2019

RECOMMENDATION: The Co-Option policy be recommended to Full Council for adoption.

RECOMMENDATION: Statements are submitted as part of the LCAS Gold Quality Award submission.

RESOLVED: The Personnel Committee recommendations and minutes were adopted as presented.

b) ALP Committee (minutes 51/19 – 68/19) 05/06/2019

RECOMMENDATION: That Thetford Town Council offers the grazing licence to the existing licence holder for a term of 3 years and reviewed annually.

RECOMMENDATION: Thetford Town Council agree to award the contract to replace the Guildhall Statue at a cost of £29,772 to Alan Lamb the financial regulations were suspended as the awarding of the works were dictated by the insurance company and the specialist nature of the works.

RECOMMENDATION: Thetford Town Council approved the revised payment schedule for St Peters. Councillors agreed to suspend the financial regulations due to the specialist nature of the works and approved the high level works on the Tower £4195 at a cost of (Nominal Code 3025).

RESOLVED: The ALP Committee recommendations and minutes were adopted as presented.

c) Planning Committee (minutes 71/19 – 79/19) 11/06/2019

RESOLVED: The Planning Committee minutes were adopted as presented.

d) VEM Committee (minutes 81/19 – 91/19) 12/06/2019

RESOLVED: The VEM Committee minutes were adopted as presented.

e) Civic Committee (minutes 93/19 – 106/19) 13/06/2019

RECOMMENDATION: That Thetford Town Council adopt the Civic Terms of Reference.

RECOMMENDATION: That Thetford Town Council take £740 from the Civic Event reserve (3152) to pay for the shortfall in the Freedom of the Town Event.

RESOLVED: The Civic Committee recommendations and minutes were adopted as presented.

f) Finance Committee (93/19 – 106/19) 18/06/2019

RECOMMENDATION: That Thetford Town Council adopt the financial reports for Months 1 and 2 and the schedule of payments included therein.

RECOMMENDATION: That Thetford Town Council adopt the Sections 1 and 2 of the Annual Governance and Accountability Return 2018/19.

RECOMMENDATION: That Thetford Town Council accept the Terrorist Cover be added to the insurance policy at a cost of £1,558.26 p.a. and will be reviewed each year.

RECOMMENDATION: That the Finance Committee identify key personnel so that the appropriate insurance can be considered.

RESOLVED: The Finance Committee recommendations and minutes were adopted as presented.

123/19

MAYOR'S REMARKS AND REPORT
Events attended since the last meeting

Mayor of Thetford Councillor Mrs Brenda Canham

May

31 Change of Command Ceremony at RAF Mildenhall

June

9 RAF Honington Freedom Parade

10 West Suffolk College Celebration of Achievement 2019

12 President's Sporting Club/Essex Disabled Sports Foundation Sports Experience Day at Breckland Leisure Centre

13 RAF Honington Annual Formal Reception

16 Wheels on the Field at Barnham Common

20 Link-Up Production Evening at Thetford Grammar School

21 The Crossing/Access Community Trust 'The Great Get Together' at Tanner Court

Mayor's Civic Reception

23 Mayor's Civic Service

List of Forthcoming Events

21 June 2019 The Mayor's Civic Reception, 7pm at The Carnegie
23 June 2019 The Mayor's Civic Service, 10am at King's House
15 September 2019 Battle of Britain Service, 10am at The Guildhall
10 November 2019 Remembrance Parade, 10am at The Guildhall
13 December 2019 Mayor's Carol Service, 7pm at St Cuthbert's Church

124/19

TOWN COUNCIL REPRESENTATIVES ON OTHER BODIES

Councillor M Brindle mentioned the Thetford Open Gardens which had taken place the previous weekend and was a wonderful day for Thetford. The public could visit a whole range of gardens including one which had been entirely knitted.

125/19

REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

- Councillor T Jermy reported that the work to Nuns Bridges to replace the wrong colour bricks after last year's traffic accident will start on 2nd September 2019 and take 4 weeks to complete.
- Councillor T Jermy reported that both he and Councillor R Brame had received a copy of the NCC Thetford Network Improvement Strategy survey on Thetford road systems which had cost £20,000. When the Town Council receive a copy this will be put on next month's Planning Committee.

126/19

COUNCILLOR ADDITION TO THE ALP COMMITTEE

The Town Clerk reported that Councillor J Butler wanted to serve on the ALP Committee for the remainder of the Mayoral Year and Councillor D Crawford proposed and Councillor C Harvey seconded:

RESOLVED: That Councillor J Butler will serve on the ALP Committee for the rest of the Mayoral Year.

127/19

APPROVAL OF ANNUAL GOVERNANCE STATEMENT (SECTION 1 OF AGAR)

The Town Clerk introduced Section 1 (page 4) of the Annual Governance Statement and stated that this needs to be considered, understood and approved by Council. She had supplied two papers to aid Councillors. After a discussion Councillor C Harvey proposed and Councillor C Burnett seconded:

RESOLVED: That Thetford Town Council adopt Section 1 of the Annual Governance and Accountability Return 2018/2019.

128/19

APPROVAL OF ACCOUNTING STATEMENTS (SECTION 2 OF AGAR)

The Town Clerk reported that Section 2 (page 5) is the Accounting statements which are a summary of the Financial Report for the year end 31st March 2019 which was approved by Council last month. The Town Clerk provided a paper showing how the figures in the AGAR were derived from Financial Report for 31st March 2019. After a discussion Councillor J Butler proposed and Councillor C Burnett seconded:

RESOLVED: That Thetford Town Council adopt Section 2 of the Annual Governance and Accountability Return 2018/2019.

129/19

CO-OPTION POLICY

The Town Clerk had circulated the Co-option Policy (see Appendix A) which had been recommended by the Personnel Committee as the Council had received written confirmation from the Electoral Services Office the casual vacancy for a Councillor on Thetford Town Council can be filled by means of Co-Option. After a discussion Councillor C Burnett proposed and Councillor S Wright seconded:

RESOLVED: That Thetford Town Council adopt the Co-Option Policy and start the process of selection of a suitable candidate.

130/19

LCAS GOLD AWARD APPLICATION

The Town Clerk asked Councillors to consider the application for the Quality Gold Award from the Local Council Award Scheme. After a discussion Councillor J Butler proposed and Councillor C Harvey seconded:

RESOLVED: That Thetford Town Council approve the application for the LCAS Gold Award and are content for this application to go forward.

131/19

COMMITTEE OFFICERS UPDATE

None.

132/19

COMMUNITY ENGAGEMENT

To discuss and agree any consultation or media release required.

Chairman.