



CIVIC HERITAGE AND EVENTS

7 November 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 19 September, 2023.
7. **To Approve the Draft Open Notes** of the Website, Social Media and Newsletter sub-group held on 12 September, 2023
8. **To Approve the Draft Open Minutes** of a meeting of the Market Forum held on 05 September.

[19.9.23](#)

10. Town Clerk's Open Report

Pages 1-2 and Appendix 'A'

10.1 Christmas Lights Switch-On -18 November at 5:30pm

- **To receive a verbal report from the Town Clerk regarding this year's event, including details about the UK SP funding which has been secured and what it has funded.**

10.2 Wedding Bookings at the Town Hall

- **To receive information regarding confirmed bookings at the Town Hall between July 2023 and September 2024.**

10.3 Review of the annual Civic, Heritage and Events Budget

- **To determine a recommended Civic budget for the municipal year 2024-2025 for approval at the January 2024 meeting**
- **To note the increased costs in connection with traffic management, hostile vehicle mitigation, security and first aid, and determine an appropriate uplift in the Events budget to meet increased costs going forward. Current indications are that most costs are increasing by at least 5%**

A table identifying associated costs for standard events in the Civic year, shown for the period 2022 and 2023 for comparison, will be submitted prior to the meeting.

10.4 Victorian Christmas Market Festival

- **To note the information**

11. **Date of Next Meeting** - Tuesday 23 January 2024 at 6:30pm

Caroline Nash
Town Clerk