



## **CIVIC HERITAGE AND EVENTS**

**18 July 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. To appoint the Chairman and Deputy Chairman** of the Civic, Heritage & Events Committee for the Municipal Year, 2023/2024
- 3. Declarations of Interests** of items on the Agenda.
- 4. To receive written requests for dispensation** for disclosable pecuniary interests (if any).
- 5. To grant any requests for dispensation** as appropriate.
- 6. Public Participation** of non-agenda items (subject to a time limit of 15 minutes).

7. **To Approve the Draft Open Minutes** of the meeting of the Civic, Heritage & Events Committee held on 14 March, 2023.
8. **To Approve the Draft Open Notes** of the Website, Social Media and Newsletter sub-group held on 07 February, and 07 March, 2023.
9. **To Approve the Draft Open Minutes** of a meeting of the Market Forum held on 07 March and 13 June 2023.
10. **Town Clerk's Open Report**  
Pages 1-2 and Appendices A and B
  - 10.1 Town Hall Weddings and Events Open Day
    - **An update will be given at the meeting.**
  - 10.2 Commemorating the reign of Queen Elizabeth II
    - **To receive an update regarding tree planting in memory of Queen Elizabeth II.**
  - 10.3 Shakespeare Schools Week 20-24 March
    - **To note the report.**
  - 10.4 Shakespeare Birthday Celebrations
    - **To note the report and discuss potential ideas for making the Celebrations a more community based event, whilst retaining its traditional elements.**
  - 10.5 Coronation of King Charles III - 6 May 2023
    - **To note the report and recommendation for using an outside caterer on a future occasion if voluntary help is not forthcoming.**
  - 10.6 Volunteers Reception - 21 April
    - **To note the report and put forward any additional suggestions for the Invitation List**

10.7 Christmas Lights Switch-On

- **To note the report**
- **To increase the Christmas Activities budget from £2,000 to £5,000**
- **Request the Finance Committee to approve a virement of £3,000**

10.8 Heritage Open Days – September 16-17

- **To determine and approve arrangements for the event**

10.9 80<sup>th</sup> Anniversary of the D-Day Landings

- **To accept the invitation to participate in the national beacon lighting on 6 June 2024**

10.10 Introduction of Martyn's Law

- **For information**

10.11 Membership of Outside Bodies

11 **Date of Next Meeting - Tuesday 19 September 2023 at 6:30pm**



Caroline Nash  
Town Clerk