

**HEANOR & LOSCOE
TOWN COUNCIL**
Town Hall, Market Place,
Heanor, Derbyshire DE75 7AA

Town Clerk & Finance Officer
Mrs Laura West
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15 April 2024

To: Members of Heanor and Loscoe Town Council's Event Committee.

Dear Councillor

You are invited to attend the meeting of Heanor and Loscoe Town Council Events Committee to be held at **6.00pm** on **Wednesday 24 April 2024** in the Council Chamber, **Town Hall**, Heanor.

Members are asked to sign the attendance sheet for the meeting and to complete the Declaration of Interest sheet (if appropriate). These will be available on the evening.

Yours sincerely

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Mrs Laura West
Town Clerk

Heanor and Loscoe Town Council

Public Information

1. Attendance at Meetings:

You are welcome to attend Council meetings:

These are held in the Council Chamber on the second floor of the Town Hall, Heanor starting at 6pm. Access is through the main entrance off the Market Place. Facilities include: -

- Car parking on the Market Place
- Accessible lift
- Accessible toilets on the first floor of the Town Hall
- Public seating at the rear of the Council Chamber
- An induction loop

If you have any special requirements, please contact us so we can help.

We may deal with confidential business towards the end of the meeting, and the Mayor or Chairman will ask you and the press to leave at this point.

A calendar of Council meetings is available on the Council's website or by contacting us.

2. Emergency Evacuation Procedure:

If the alarm sounds, please vacate the building using the main staircase. Assistance will be provided if required. **The lift must NOT be used.**

3. Taking part in Council Decisions

Members of the public who are on the Heanor and Loscoe Town Council register of electors or are Heanor and Loscoe Town Council Taxpayers or Non-domestic Taxpayers may ask questions of the Council at ordinary meetings of the Council. The total period for questions by the public at a Council meeting shall be 15 minutes. A member of the public may speak for no more than 3 minutes.

A question may only be asked if notice has been given by delivering it in writing or electronic mail to the Town Clerk no later than 5.00pm three working days before the Council meeting (i.e., on Monday when Council meets on the Thursday). The notice must give the name of address of the questioner. Any question submitted after this day will be received at the discretion of the Mayor.

At anyone meeting no person may submit more than one question, and no more than one such question may be asked on behalf of one organisation.

The Town Council may reject a question if it:

- i) is not about a matter for which the Council has a responsibility, or which affects Heanor and Loscoe
- ii) is defamatory, frivolous, or offensive
- iii) is substantially the same question which has been put at a meeting of the Council in the past six months
- iv) requires the disclosure of confidential or exempt information

The Mayor will invite the questioner to put the question to the Council. If the questioner who has submitted a written question is unable to be present, he/she may ask the Mayor to put the question on his/her behalf. In the absence of the questioner, the Mayor may ask the question on the questioner's behalf, indicate that a written reply will be given, or decide that the question will not be dealt with.

The Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.

If a member of the public interrupts the proceedings at any meeting, the Mayor may, after warning, order that he/she be removed from the Council Chamber or that the part of the Chamber open to the public be cleared.

AGENDA

PART 1 – NON-CONFIDENTIAL INFORMATION

1. To receive apologies for absence.
(Please note all apologies must be submitted directly to the Town Council office prior to the meeting)
2. Declaration of Members Interests/Update of Register - if you require guidance from the Town Clerk this must be sought well in advance of the meeting and, in any event, by no later than 5pm, two working days before the day of the meeting.

Please note: Members must ensure that they complete the Declarations of Interest Sheet prior to the start of the meeting. Column 5 of the Declaration of Interest sheet must be completed in all cases to indicate the action to be taken (i.e., to stay in or leave the meeting prior to any consideration or determination of the item).

The Declarations of Interests will be read out from the Declaration Sheet – Members will be asked to confirm that the record is correct.

3. To receive and approve requests for dispensations from members on Matters in which they have a Disclosable Pecuniary Interest.
4. *Public Speaking (15 minutes).
 - (a) A period of not more than 3 minutes (per individual/issue) will be made available for members of the public and Members of the Council to comment on any matter. Please note questions to the Council will only be received in line with Standing Orders and 'Taking Part in Council's Decisions' given in the Public Information section of the agenda.
5. To confirm minutes of the Events Committee held Wednesday 28 February 2024.
6. To receive an update on the Heanor Market Place.
7. To receive an update on Heanor Grammar.
8. To consider Market Place based events to encourage footfall into the Town Centre.
9. To consider an Event to celebrate the 40th anniversary of D Day.
10. Heanor Carnival update
11. Schedule Date of next meeting