

# HUNSTANTON & DISTRICT CIVIC SOCIETY

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## HDCS COMMITTEE – Special Meeting to discuss the formal opening of the Heritage Centre.

**Date** Wednesday 4<sup>th</sup> December 2019 at 2pm

**Venue** Heritage Centre, Hunstanton, PE36 6BB

**Present** - Anthony Armstrong (AA), Terry Ashworth (TA), Margi Blunden (MB), John Bridger (JB), Robert Clark (RC), Sheila Kent (ShK), Stephen Kent (StK), John Maiden (JM), Andrew Murray (AM), Ann Stephens (AS). Observer Mick Smith (MS)

### Agenda Items

**1) Welcome and Apologies.**

JM (Chair) welcomed committee members to the meeting. Apologies were received from Jerry Simmons (JS) and Amanda Bosworth (AB).

**2) Minutes Secretary.** JB volunteered to write up the minutes for this meeting.

**3) AGM – Final arrangements.**

StK, ShK, MB & AS will meet at the Town Hall undercroft at 12 noon on Tuesday 10<sup>th</sup> Dec to agree final arrangements for the setup of the rooms for the AGM on 11<sup>th</sup> Dec at 6.30pm. MB/AS have refreshments in hand.

**4) Formal Opening of the Heritage Centre.**

- a) **Date & Time of Opening** – after discussion the 14<sup>th</sup> February at 11am was provisionally selected for the opening of the Heritage Centre followed by refreshments at the Town Hall.
- b) **Format of Opening** – drinks, nibbles and possibly cheeses were agreed, with a budget of ca £300. It was thought that the maximum number that could reasonably attend could be in the region of 80 persons although possibly more could be invited, if only for the hospitality at the Town Hall.
- c) **Who should be invited to open the Centre?** It was agreed that local historians Alison Gifford & Paul Richards should be invited to perform the opening ceremony.
- d) **Who should be invited to the event?** ShK had prepared an initial list. AM & JB had provided other listings. The total numbers listed could easily exceed 80 persons especially if family or partners were included and members not already included on the lists, and everyone was able to attend. ShK and StK will consider all suggestions and confer with committee members as necessary on who and how many to invite.
- e) **Invitations.** It was agreed that StK should design a formal invitation which can be either emailed, or printed & posted in the New Year. RSVP's will be requested by mid January (date to be specified).
- f) **Publicity.** A press release will be prepared for local media & magazines. Invitations will be issued to key influencers.
- g) **Will the Heritage Centre be open to the public on Opening Day?** Although the 14<sup>th</sup> February is a Friday when the Centre is not normally open to the public, it could be opened after the Opening Ceremony for a couple of hours or so if volunteers (not attending the Town Hall reception) could be identified.
- h) **Weather implications for the Ceremony.** This can be dealt with on the day. The cutting of the ribbon ceremony could be held within the Centre if weather conditions warrant it. The reception in the Town Hall will not be affected.
- i) **Inclusion of the West Norfolk singers.** This offer is appreciated but it was agreed that it was probably not appropriate for this short ceremony.
- j) **AOB** – It was agreed to print a further supply of trifold Heritage Centre leaflets early in 2020 when any changes will be confirmed if required.

DATES & VENUES FOR NEXT EVENTS & MEETINGS	TIME	LOCATION
Wednesday 11 <sup>th</sup> Dec 2019 - HCS AGM	6.30pm	Town Hall
Tuesday 17 <sup>th</sup> Dec 2019 - HCS Committee Meeting	10am	Heritage Centre
Friday 14 <sup>th</sup> Feb 2020 – Formal Opening of Heritage Centre	11am	Heritage Centre & Town Hall

JFB 5<sup>th</sup> December 2019