



THETFORD TOWN COUNCIL

TOWN CLERK: Maurice Howard

Tel: 01842 754247

29th January 2015

Council Offices
King's House
Thetford
Norfolk
IP24 2AP

CHARLES BURRELL CENTRE COMMITTEE

A meeting of this Committee will take place in the Charles Burrell Centre, Staniforth Road, Thetford, on **Wednesday 4th February 2015 starting at 10.00 a.m.**

Town Clerk

AGENDA

- 1064/14 **DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS**
To receive any additional interest not already registered.
- 1065/14 **APOLOGIES FOR ABSENCE**
To receive.
- 1066/14 **MINUTES**
To confirm as a true record the minutes of the Committee meeting held on 14th January 2015, received by Full Council on 27th January 2015, to be confirmed as a true record and signed/initialled by the Committee Chairman.
- 1067/14 **BRIEFING FROM TOWN COUNCIL SOLICITOR**
The Town Council Solicitor will brief Councillors on the legal and financial handover of the Charles Burrell Centre.
- 1068/14 **ACTION POINTS**
To update on the action points from the last meeting.

- 1069/14 OPERATIONAL MATTERS
To receive an update from CBC Manager to include:
- Car parking situation
 - Hot Desking room
 - Efforts to minimise utility costs
 - Establishment of Volunteer Maintenance Team
- 1070/14 PROGRESS REPORT REGARDING ESTABLISHMENT OF CBC LTD
To receive an update from the Chairman to include:
- Recruitment plan for 'share-holders'
 - Recruitment of board members
- 1071/14 EXCLUSION OF PRESS AND PUBLIC
To consider resolving that, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded for any remaining items of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be discussed.
- 1072/14 RECENT TENANT AND SESSIONAL HIRERS ENQUIRIES
To discuss.
- 1073/14 UPDATE ON DISCUSSIONS WITH EXISTING TENANTS AND RENT PAYMENTS
To discuss.
- 1074/14 PROPOSED CHANGES TO FUTURE LEASE DOCUMENTS
The Chairman to discuss changes.
- 1075/14 FINANCIAL UPDATE
To review.
- 1076/14 ITEMS OF URGENT BUSINESS
At the discretion of the Town Clerk to table urgent business for discussion or information only. Any item is to be on an urgent operational matter.
- 1077/14 PRESS RELEASES
To consider any press release arising from this meeting's agenda.