



THETFORD TOWN COUNCIL

TOWN CLERK: Maurice Howard

Council Offices
King's House
Thetford
IP24 2AP

Tel: 01842 754247

4th February 2016

VENUES, EVENTS & MARKETING COMMITTEE

A meeting of this Committee will take place in the Carnegie, Thetford, on **Wednesday 10th February 2016 starting at 2.00 p.m.**

Yours faithfully

Town Clerk

AGENDA

- 877/15 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS
To receive any additional interest not already registered.
- 878/15 APOLOGIES FOR ABSENCE
To receive.
- 879/15 MINUTES
To confirm as the minutes of the committee meeting held on the 10th January 2016, received by Full Council on the 26th January 2016, as a true record and be signed/initialled by the Chairman.
- 880/15 TERMS OF REFERENCE
 - To receive an update from the Chairman
 - To discuss the Terms of Reference of the VEM Committee.
- 881/15 ACTION PLANS
To receive update on action points.
- 882/15 BUDGET REVIEW
To review 2015/16 (see attached Financial Report).
- 883/15 EVENTS AND EVENTS CALENDAR
 - Queens 90th Birthday Celebrations
 - Beacon Lighting – 21st April 2016
 - Street party – 11th June 2016
 - Commonwealth Day
 - Thetford's Great Festival

- Christmas celebrations
- To discuss the purchase of a mobile bar.

- 884/15 TO REVIEW THE OPPORTUNITY OF CHARITABLE STATUS FOR THE THREE THETFORD COUNCIL OWNED VENUES
To receive the report from the Task and Finish groups meeting 9th February 2016 and agree the way forward.
- 885/15 ARCHANT PRINT AND DIGITAL MARKETING
To discuss and agree the way forward from Archant (see attached).
- 886/15 TAKE ONE FREE PAPER
To discuss and agree the way forward from Take One (see attached).
- 887/15 WORKS SCHEDULE
To receive an update from the Venues Manager.
- 888/15 ART GALLERY LEASE
Discuss lease option as lease up for renewal Dec 2016 and therefore new lease needs to be prepared for review by end of September.
- 889/15 PERFORMING RIGHTS SOCIETY
These are already in out T&C's so need to discuss and agree pricing structure.
- 890/15 MARKET AND VENUE HIRE REVIEW
Discuss and agree for financial year 2016/17
- 891/15 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.
- 892/15 PRESS RELEASES
To receive the Chairman's report for any press releases.