



THETFORD TOWN COUNCIL

TOWN CLERK: Tina Cunnell BSc (Hons)

Council Offices  
King's House  
Thetford  
IP24 2AP

Tel: 01842 754247

10<sup>th</sup> August 2016

**VENUES, EVENTS & MARKETING COMMITTEE**

A meeting of this Committee will take place in St Peters, White Hart Street on **Wednesday 17<sup>th</sup> August 2016 2016 starting at 1.00 p.m.**

Yours faithfully

Acting Town Clerk

**AGENDA**

- 196/16      DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS  
To receive any additional interest not already registered.
- 197/16      APOLOGIES FOR ABSENCE AND NEW MEMBERS  
To receive.
- 198/16      MINUTES  
  
To confirm as the minutes of the committee meeting held on the 1th June 2016, received by Full Council on the 28<sup>th</sup> June 2016, as a true record and be signed/initialled by the Chairman.
- 199/16      VEM COMMITTEE PRIORITIES UPDATE  
**1. Review of Guildhall Leases:**  
See agenda item below.
- 2. H&S:**  
Update from recent Building Inspections (8<sup>th</sup> August 2016).
- 3. Events Calendar:**  
Flint & Obsidian report.  
Thetford Festival 2016  
HOD's 2016  
Christmas Lights switch on / Winter wonderland
- 200/16      BEST KEPT TOWN & BEST KEPT GARDEN COMPETITION  
To discuss whether Town Council should introduce annual competition.

- 201/16 REQUEST TO USE TOWN CREST  
To receive request by local group to use Town Crest as part of their club logo.
- 202/16 BRANDING, MARKETING & WEBSITE  
To agree areas of focus in developing branding & marketing opportunities and future management of website.
- 203/16 BRECKLAND COUNCIL CHARGE FOR OPERATIONAL MANAGEMENT FOR MARKET STREET CAR PARK
  - The charge will be £565 per month from July onwards for 6 months – as this was not budgeted for a request to the Finance Committee will need to be made to cover this expense.
  - At the end of the 6 months the upkeep of the car park will need to be included in the budget review.
- 204/16 BUDGET REVIEW  
Budget setting for 2017/18 to 2020/21.
- 205/16 FEE REVIEW  
To review all fees from 1<sup>st</sup> April 2017.
- 206/16 UPDATE FOR PROPOSED WEEKLY MARKET MOVE  
To receive update from Chairman.
- 207/16 REPLACEMENT OF CARNEGIE AUDITORIUM FLOOR.  
To discuss whether to replace the auditorium floor and ideal window of refit.
- 208/16 REVIEW OF GUILDHALL LEASES
  - Jack Pilling Art Gallery – Lease due to expire discuss renewal options.
  - Dad's Army Museum – Upcoming Rent review break clause.
  - Guildhall Attic Lease expired 25<sup>th</sup> June 2016
- 209/16 MARKET PLACE PARKING ISSUES  
Councillor J Newton to lead a discussion.
- 210/16 FUTURE USE OF ST PETERS  
Councillor Mrs J Hollis to lead a discussion.
- 211/16 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.
- 212/16 PRESS RELEASES  
To receive the Chairman's report for any press releases.