

MINUTES OF THE VENUES, EVENTS AND MARKETING COMMITTEE
HELD IN THE COUNCIL CHAMBER, KINGS HOUSE, THETFORD,
ON WEDNESDAY 13th APRIL 2016 STARTING AT 2.00 P.M.

Present:

Councillors:

Mrs S J Armes
Mrs B J Canham
Mrs J Hollis
M Taylor

C R P Burnett
D M Crawford (Chairman)
J C Moorman

Officers in attendance:

Tina Cunnell PPPC Officer
David Brooks Venues Manager
Chris Crimmen Committee Secretary

Minutes

- 1094/15 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS
None.
- 1095/15 APOLOGIES FOR ABSENCE AND NEW MEMBERS
Apologies were received from Councillors R F W Brame, Ms F Robinson and M S Robinson.
- 1096/15 MINUTES
Resolved the minutes of the committee meeting held on the 9th March 2016, received by Full Council on the 29th March 2016, as a true record and signed/initialled by the Chairman.
- 1097/15 ACTION PLANS
The Chairman updated the on action points:
- The Town Clerk is awaiting the reply from Breckland Council who are consulting their solicitors regarding the access to St Peter's.
 - The Task and Finish group looking at funding bids is still ongoing.
 - The leaflet on the Market is almost complete.
 - The signs/banners for the market are in hand.
- 1098/15 BUDGET REVIEW
The Chairman reviewed the month 11 Financial Report and there were no queries raised.
The Committee then reviewed areas of expenditure where there was an underspend. There followed a discussion and Councillor Mrs S Armes proposed and proposed and Councillor Mrs J Hollis seconded that the Committee refer to Finance Committee any accruals that left in the following Nominal Codes be carried forward to 2016/17:
- 7060 Printing and Adverts – Advertising for extra events.
 - 7062 Newsletters/publications – Advertising for extra events.
 - 7067 Thetford Leaflet – The new to include the Little Ouse Project.

RECOMMENDATION: The Committee refer to Finance Committee any accruals that left in the following Nominal Codes be carried forward to 2016/17:

- **7060 Printing and Adverts – More advertising added during the year.**
- **7062 Newsletters/publications – More advertising added during the year.**
- **7067 Thetford Leaflet – This leaflet now includes the Little Ouse Project.**

1099/15

EVENTS AND EVENTS CALENDAR

The PPP&C Officer reported that Queens 90th Birthday Celebrations were nearing completion. The planning for the Beacon Lighting has been completed and this will take place on the 21st April 2016. The street party will take place on 11th June 2016, entertainment has been booked and 15 tables have already been sold.

She reported that the bookings for events at Thetford's Great Festival and planning for the River Day are well under way. She already has a first festival gold sponsor and a sponsor for the winter wonderland and to be published soon. The Town Clerk addressed the Thetford Business Club and there was some interest shown by companies for the Town Sponsor.

The Heritage Open Day will take place on 10th September 2016 and there are over 10 events already including the Nuclear Weapon storage tours. Apart from Norwich Thetford had the most events going on in Norfolk in 2015.

The plans for the Christmas celebrations were all on track with the following attractions booked:

- Christmas light switch on Friday Night.
- Fun fair (no cost).
- Santa's grotto.
- School children's choir.
- Winter wonderland in King's House Gardens.
- Santa's workshop in the Coach House.
- Ice rink.

And other events are being considered.

1100/15

WORKS SCHEDULE

The Venues Manager reported that as most of the outstanding jobs had been outsourced this will be completed in the new financial year. He said that when the Guildhall roof repairs started the roofing company found that the roofing beams had rotted and they would cost an extra £3,000 to replace. Councillor Mrs S Armes proposed and Councillor J Moorman seconded that the rotting beams in the Guildhall be replaced at a cost of £3,000 with the money coming from Guildhall Reserves.

RESOLVED: The rotting beams in the Guildhall be replaced at a cost of £3,000 with the money coming from Guildhall Reserves.

It was reported by Councillor Mrs B Canham that some PAT Testing is out of date and that needs to be acted upon as a matter of urgency. All Councillors agreed and issues will be passed onto the Work Foreman.

1101/15

LITTLE OUSE PROJECT

The PPP&C Officer reported that she has had meetings with:

- Big Society Funding.

- Breaking New Ground.
- Keystone Development Trust
- Breckland Council.
- Richard Glen and Associates.

The Heritage Lottery Fund would encourage all interested parties to put forward a joint bid for funding. The next meeting of the Little Ouse Project will meet when the water space study is complete and everyone is welcome to the meeting.

1102/15 EVENTS PARTICIPATION AND SUPPORT

The PPP&C Officer stated that with an increase of events this year she would be asking Councillors for help at more events.. Councillors understood this and offered to help at events. It was agreed that the PPP&C Officer would send out a list of all Council and Civic event for the year.

1103/15 ANNUAL REPORT REVIEW

Councillors reviewed and agreed the Annual Report 2014/15.

1104/15 ITEMS OF URGENT BUSINESS

None.

1105/15 PRESS RELEASES

None.

Chairman.

ACTION POINT	BY WHOM	BY WHEN
To arrange an on-site meeting with Breckland Council who are concerned about establishing a right of way if access to St Peters is through the car park and to consider other access points.	Town Clerk	Ongoing.
Task & Finish Group to look at funding bids for the Venues and agree a way forward.	Councillors M Robinson and S Wright, PPP&C Officer and Venues Manager	Ongoing
To add a H&S item to all future VEM agendas'.	Committee Secretary	From nest VEM agenda.
To arrange for all Councillors and Staff to have identification badge, on a lanyard, asap.	Civic Officer.	ASAP.
To provide Councillors with an updated events calendar.	PPP&C Officer.	ASAP.

