

MINUTES OF THE VENUES, EVENTS AND MARKETING
COMMITTEE HELD IN ST PETERS, THETFORD, ON
WEDNESDAY 17th AUGUST 2016 STARTING AT 1.00 P.M.

Present:

The Mayor, Councillor T J Jermy

Councillors:

C R P Burnett

D M Crawford

J Newton

M S Robinson (Chairman)

Mrs B J Canham

Mrs J Hollis

Ms F Robinson

M Taylor

Officers in attendance:

Tina Cunnell

PPPC Officer

David Brooks

Venues Manager

Chris Crimmen

Committee Secretary

Minutes

- 196/16 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS
None.
- 197/16 APOLOGIES FOR ABSENCE AND NEW MEMBERS
Apologies were received from Councillors Mrs S J Armes, R F W Brame,
J C Moorman and S N H Wright.
- 198/16 MINUTES
Resolve as the minutes of the committee meeting held on the 15th June 2016,
received by Full Council on the 28th June 2016, as a true record and be
signed/initialled by the Chairman.
- 199/16 VEM COMMITTEE PRIORITIES UPDATE
The Chairman reviewed the following VEM priorities.
1. Review of Guildhall Leases:
2. H&S:
3. Events Calendar:
Councillor M Robinson proposed and Councillor D Crawford seconded that
due to the legal, commercial and confidential matters due to be discussed
items 1 and 2 should be discussed below the line. This was unanimously
agreed by the Committee.
3. Events Calendar
The Venues Manager reported Flint & Obsidian Conference brought together
specialists in the Archaeology of the exploitation of Flint and Obsidian
sources, hosted by our partner Ancient House Museum. This showcased the
Town Council in a positive light and all the events connected with this
conference went very well. Thanks were given to Councillor Mrs S Armes who
provided an excellent buffet for the garden party.
The Town Clerk reported that the Thetford Festival 2016 starts on Friday and
the Council are all ready and prepared. It was agreed to have a "wash up"
meeting in early October see find out how this year's Festival had gone.

The HOD's day is on 10th September 2016 and everything is arranged.
The Town Clerk reported that preparation for the Christmas Lights switch on and the winter wonderland is all under way. The tender for the Christmas lights ends on Friday 19th August 2016.

200/16

BEST KEPT TOWN & BEST KEPT GARDEN COMPETITION

It was discussed discuss whether Town Council should an introduce annual competition and this would lead to community and civic pride if the town. Councillor D Crawford proposed and Councillor Mrs J Hollis second that the Best kept town and best kept garden competition be passed to the Allotments Committee to discuss and report to Council on their recommendations.

RECOMMENDATION: The Best kept town and best kept garden competition be passed to the Allotments Committee to discuss and report to Council on their recommendations.

201/16

REQUEST TO USE TOWN CREST

The Town Clerk had received a request by local group to use Town Crest as part of their club logo. After a discussion Councillor D Crawford proposed and Councillor C Burnett seconded that the matter of issuing permission to use the Town Crest should be referred to Civic to discuss and report to Council on their recommendations.

RECOMMENDATION: The matter of issuing permission to use the Town Crest should be referred to Civic to discuss and report to Council on their recommendations.

202/16

BRANDING, MARKETING & WEBSITE

After a discussion it was agreed that the Council needed to develop a unique brand, new marketing opportunities and be proactive on the future management of website.

RESOLVED: It was agreed that the Venues Manager, Town Clerk, together with Councillors M Robinson, Mrs B Canham and J Hollis would form a Task & Finish Group to develop a unique brand, new marketing opportunities, be proactive on the future management of website and report back to the Committee. The first meeting will take place on Wednesday 7th September 2016 at 10 p.m.

203/16

BRECKLAND COUNCIL CHARGE FOR OPERATIONAL MANAGEMENT FOR MARKET STREET CAR PARK

The Committee noted the Operational charge will be £565 per month from July onwards for 6 months – as this was not budgeted for Councillor M Robinson proposed and Councillor J Newton seconded that a request should be made to the Finance Committee to cover this unexpected expense of the Operational Charge of £565 per month from July 2016 for 6 months.

RECOMMENDATION: A request should be made to the Finance Committee to cover this unexpected expense of the Operational Charge of £565 per month from July 2016 for 6 months.

It was noted that 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

It was noted draft budgets setting for 2017/18 to 2020/21 will need to be submitted to Finance for their October meeting as they will need to be finalised at the VEM meeting scheduled for 12th October 2016.

205/16 FEE REVIEW

The Market Fees were discussed and Councillor D Crawford proposed and Councillor J Newton seconded that the Market Fees charged should not be altered for the new financial year from 1st April 2017.

RESOLVED: The Market Fees charged should not be altered for the new financial year from 1st April 2017.

At this point Councillor T Jermy left the meeting.

The Venues fees were discussed for the Guildhall and Carnegie venues together with the fees charged for Additional Supervision and Kitchen Hire and Councillor D Crawford proposed and Councillor J Newton seconded that the Guildhall and Carnegie venues together with the fees charged for Additional Supervision and Kitchen Hire should not be altered for the new financial year from 1st April 2017.

RESOLVED: The Guildhall and Carnegie venues together with the fees charged for Additional Supervision and Kitchen Hire should not be altered for the new financial year from 1st April 2017.

At this point Councillors Ms F Robinson and C Burnett left the meeting.

206/16 UPDATE FOR PROPOSED WEEKLY MARKET MOVE

The Chairman reported he had an informal meeting with Phil Cowan from Breckland Council and they had taken a tour of the town. In addition to considering the plan to move the market to King Street they had looked at the area by the Riverside Walk/Tanner Street as being an alternative to the Market Place. It was agreed that the Chairman and Venues Manager would investigate this whole matter and issue a report to feed into all Councillors so that this Committee could recommendation a way forward. Any feedback from the public/market traders would be sought once the preferred way forward has been discussed.

207/16 REPLACEMENT OF CARNEGIE AUDITORIUM FLOOR.

The Venues Manager reported that the Carnegie auditorium floor needs to be replaced. The floor was installed over 50 years ago and there is money in the reserves for this work. Two interested companies have issued guideline quotations and the Venues Manages asked if the Committee would agree to recommend the refurbishment of the Auditorium floor goes out to tender. Councillor M Taylor proposed and Councillor J Newton seconded that the Council go to tender to replace the Carnegie auditorium floor with a fixed window to install during a week to be nominated in March 2017.

RESOLVED: The Council go to tender to replace the Carnegie auditorium floor with a fixed time frame to install during a week to be nominated in March 2017.

208/16 REVIEW OF GUILDHALL LEASES

It was proposed by Councillor M Robinson and seconded by Councillor D Crawford that due to the legal, commercial and confidential matters to be discussed this agenda item will be discussed below the line.

- Jack Pilling Art Gallery – Lease due to expire discuss renewal options.
- Dad's Army Museum – Upcoming Rent review break clause.
- Guildhall Attic Lease expired 25th June 2016

209/16 MARKET PLACE PARKING ISSUES

Councillor J Newton led a discussion on the parking issues in the Market Square. He reported that cars parked outside the designated parking bays were causing chaos in the square. The Town Clerk reported she had a meeting with the Town Clerk from Downham Market who owns all the car parks in their town. She outlined all the issues that were associated with enforcing compliant parking by Town Councils. After a discussion Councillor D Crawford proposed and Mrs J Hollis seconded that the ALP committee discuss the issue of car parking and recommend a car park policy to incorporate all the Thetford car parks.

RECOMMENDATION: The ALP committee discuss the issue of car parking and recommend a car park policy to incorporate all the Thetford car parks.

210/16 FUTURE USE OF ST PETERS

Councillor Mrs J Hollis ad tabled a paper and led a discussion regarding increasing the use of St Peters. She proposed that the building is used as a indoor "pop up" market where up to 16 units could be rented out. This would help young people wishing to stat up a new business without all the associated costs. The Town Clerk reported that she had been approached by a local community group who also wished to use St Peters and would be prepared to pay an annual rent plus heating and lighting costs. This group would not need exclusive use of the space and there may be a way forward to take both these ideas forward together. It was agreed that the Chairman, the Town Clerk and the Venues Manager would investigate the opportunity and report back to the committee.

212/16 PRESS RELEASES

None.

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.

199/16 HEALTH & SAFETY INSPECTION

The Town Clerk reported that there had been a H&S Inspection of all the Town Council premises on 8th August 2016. This report was received today and there is an action plan to follow the recommendations from the Inspector. The areas concerning the Guildhall/Carnegie complex were:

- Some risk assessments missing
- Accident forms and books to be kept in a locked cabinet
- No spillage procedure
- No sign in sheet
- No evidence of smoke detector test
- More signage required
- New Co2 extinguisher required in meeting room

208/16 REVIEW OF GUILDHALL LEASES

It was proposed by Councillor M Robinson and seconded by Councillor D Crawford that due to the private and confidential matters to be discussed this agenda item will be discussed below the line.

The Venues Manager had received a Valuation Report from Paul Robbins, MRICS, Merrifields Chartered Surveyors, on the market rent of the Upper Ground Floor and the Lower Ground Floor the Guildhall.

RECOMMENDATION: The Council agree a policy that they charge a Commercial Rent recommended by a Chartered Surveyor for all their properties but allow a discount of 20% off the Commercial Rent to all tenants that are a registered charity to ensure fair and equal treatment of all Council tenants.

Chairman.

ACTION POINT	BY WHOM	BY WHEN
The Best kept town and best kept garden competition be passed to the Allotments Committee to discuss and report to Council on their recommendations.	Town Clerk to pass to the Chair of Allotment Committee	ASAP
That the matter of issuing permission to use the Town Crest should be referred to Civic to discuss and report to Council on their recommendations	Town Clerk to pass to the Chair of Civic Committee	ASAP
To finalise the Committee Draft Budget for 2017/18 onwards at the meeting 12/10/16	Committee	12/10/2106
A request should be made to the Finance Committee to cover this unexpected expense of the Operational Charge of £565 per month	Town Clerk to pass to the Chair of Finance	ASAP.

from July 2016 for 6 months.		
To investigate the proposed weekly market move and issue an initial report to all Councillors.	The Chairman and Venues Manager.	ASAP.
To go out to tender on replacement of the auditorium in the Carnegie.	Town Clerk/Venues Officer	ASAP.
The Venues Manager to resolve the issues with the Thetford Players regarding the storage of costumes	Venues Officer	ASAP