



**THETFORD TOWN COUNCIL**

TOWN CLERK: Tina Cunnell BSc (Hons)

Council Offices  
King's House  
Thetford  
IP24 2AP

Tel: 01842 754247

5<sup>th</sup> April 2017

**VENUES, EVENTS & MARKETING COMMITTEE**

A meeting of this Committee will take place in the Council Chamber, King's House, Thetford, on **Wednesday 12<sup>th</sup> April 2017 starting at 01.00 p.m.**

Yours faithfully

Town Clerk

**AGENDA**

- 860/16      **DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS**  
To receive any additional interest not already registered.
- 861/16      **APOLOGIES FOR ABSENCE AND NEW MEMBERS**  
To receive.
- 862/16      **MINUTES**  
To confirm as the minutes of the committee meeting held on the 15<sup>th</sup> March 2017, received by Full Council on the 28<sup>th</sup> March 2017, as a true record and be signed/initialled by the Chairman.
- 863/16      **ACTION POINTS**  
The Chairman to review action points.
- 864/16      **HEALTH & SAFETY**  
To receive an update from the VEM Manager.
- 865/16      **BUDGET REVIEW**  
Review of month 12 accounts.
- 866/16      **THETFORD TOWN COUNCIL MEDIA POLICY**  
To discuss and agree draft Media Policy.
- 867/16      **VEM TERMS OF REFERENCE**  
To discuss and agree draft Terms of Reference.

- 868/16 **EVENTS UPDATE**  
To receive an update from the VEM Manager.
- 869/16 **INCOME GENERATION TASK GROUP**  
Update presented by Councillor Mrs S Armes.
- 870/16 **USE OF THE TOWN CREST**  
To discuss and approve guidelines.
- 871/16 **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.
- 872/16 **PRESS RELEASES**  
To receive the Chairman's report for any press releases.
- 873/16 **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.
- 874/17 **LETTER OF COMPLAINT**  
To discuss a letter of complaint regarding the Market.