



THETFORD TOWN COUNCIL

TOWN CLERK: Tina Cunnell BSc (Hons)

Council Offices
King's House
Thetford
IP24 2AP

Tel: 01842 754247

7th February 2018

VENUES, EVENTS & MARKETING COMMITTEE

A meeting of this Committee will take place in the Council Chamber, Kings House, Thetford on **Wednesday 14th February 2018 starting at 1.00 p.m.**

Yours faithfully

Town Clerk

AGENDA

- 771/17 **DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS**
To receive any additional interest not already registered.
- 772/17 **APOLOGIES FOR ABSENCE**
To receive.
- 773/17 **MINUTES**
To confirm the minutes of the Committee meeting held on 17th January 2018, received by Full Council on 30th January 2018 as a true record and be signed/initialled by the Committee Chairman.
- 774/17 **ACTION POINTS**
The Chairman to review action points.
- 775/17 **HEALTH & SAFETY**
Update on health and safety inspections.
- 776/17 **CARNEGIE / GUILDHALL WORKS SCHEDULE**
To receive update on scheduled works.
- 777/17 **WEEKLY MARKETS**
To receive update.

- 778/17 EVENTS
To receive update.
- 779/17 CROSS COMMITTEE MEETING WITH ALP
To receive feedback from the meeting.
- 780/17 LICENCING
To discuss events that finish after 12 midnight.
- 781/17 ST PETERS
To discuss licensing issues.
- 782/17 HOPE CHURCH
To discuss a letter received from Hope Church (see letter attached).
- 783/17 BUDGET REVIEW
- To review budget for financial year 2017/18 (see attached financial report)
 - To identify any transfers to reserves and the reason for the transfer.
- 784/17 VENUES – TERMS & CONDITIONS
To review and agree the Terms & Conditions (see attached).
- 785/17 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.
- 786/17 COMMUNITY ENGAGEMENT
To discuss and agree any consultation or media release required.