

MINUTES OF THE VENUES, EVENTS AND MARKETING  
COMMITTEE HELD IN THE COUNCIL CHAMBER, KING'S HOUSE,  
THETFORD, ON WEDNESDAY 11<sup>th</sup> APRIL 2018 STARTING AT 1:00 p.m.

Present:

The Mayor of Thetford, Councillor D M Crawford

Councillors:

S J Armes

B J Canham

J Hollis (Vice Chairman)

S N H Wright (Chairman)

R F w Brame

C Harvey

M S Robinson

Councillor T J Jermy – Non-voting Councillor

Officers in attendance:

David Brooks

Chris Crimmen

VEM Officer

Committee Secretary

Also present to speak on 934/17 & 948/17:

Mr Joe & Mrs C Barreto

Charlotte Green

Ross Whatmore

Chris Brooks

Richard Spinks

Tiffany Bentley

Simple Norfolk

Norfolk Constabulary

Norfolk Constabulary

Norfolk Constabulary – Licencing

Norfolk Constabulary - Licencing

Breckland Council

MINUTES

931/17

DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS

Councillor M Robinson registered a pecuniary interest in agenda number 938/17.

932/17

APOLOGIES FOR ABSENCE

Apologies were received from Councillors C R P Burnett and F Robinson.

933/17

MINUTES

**RESOLVED: The minutes of the Committee meeting held on 14<sup>th</sup> March 2018, received by Full Council on 27<sup>th</sup> March 2018 as a true record and signed/initialled by the Committee Chairman.**

At this point the Chairman proposed that the Committee suspend the meeting to discuss agenda number 934/17 so that the listed visitors above could address the Committee. This was agreed by all committee members present.

934/17

ST. PETERS - LICENSING CONDITIONS

Joe Barreto of Simple Norfolk the St. Peters leaseholder addressed the Committee to appeal the decision resolved at VEM meeting 14 February 2018 to adopt new standard hire closure times on Council premises, to also include St. Peters, for entertainment & bar service to end by 12 midnight. Mr Baretto stated that since taking over the lease on St Peters there have been issues with the building which has limited their income and had written an email to the Council outlining the shortcomings. There have been anti-social behaviour in and around King Street, Bridge Street and White Hart Street prior to St Peters opening and he felt they alone were being scapegoated for these issues. The VEM Manager replied that the issues with the building should not be discussed

here as this item is to discuss the lease at St Peters. There followed a discussion and the following extract from Standing Orders was referred to:  
A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.  
There was no support from the committee to act on this so the original resolution will stand.

At this point the Chairman asked the Committee to move onto item number 948/17 which was relevant to the last item. This was agreed by the Committee.

At this point Councillor R Brame joined the meeting.

935/17

GUILDHALL COUNCIL CHAMBER

The VEM Officer updated Councillors on a meeting with the Museum Service on the conservation and display of the Price Frederick Duleep Singh painting in the Guildhall Council Chamber. If this display was to proceed then the paintings should be hung by chains and not fixed to the wall. The windows should be fitted with blinds and these must be used when the room is not being used. The Committee agreed that the VEM Officer should obtain quotations to fit suitable blinds and carpet the room.

936/17

VENUES HIRE TERMS & CONDITIONS

The VEM Officer recommended that the Venues Hire Terms & Condition be amended to include the following:

In the event of extreme weather that has warranted the relevant agencies declaring a 'Red' weather warning, our regular hirers could cancel the session by 10 a.m. that day and be allowed a credit against the hire value.

After a discussion Councillor D Crawford proposed and Councillor R Brame seconded:

**RESOLVED: That Thetford Town Council alter the Venues Hire Terms & Condition be amended to include the following:**

**In the event of extreme weather that has warranted the relevant agencies declaring a 'Red' weather warning, our regular hirers could cancel the session by 10 a.m. that day and be allowed a credit against the hire value.**

937/17

CCTV

The VEM Officer requested that the committee approve phase 2 CCTV installation roll out Carnegie/Guildhall. This would include 4 external cameras at the Guildhall and 4 internal cameras covering the Guildhall corridor, the tea room, the Council Chamber and the Bar are in the Carnegie at a cost of £1,949.25 plus V.A.T = £2,339.10. He requested this money be taken from Guildhall Reserves. Councillor R Brame proposed and Councillor B Canham seconded:

**RECOMMENDATION: That Thetford Town Council approve phase 2 CCTV installation roll out Carnegie/Guildhall at a cost of £1,949.25 plus V.A.T = £2,339.10 and this money be taken from Guildhall Reserves.**

938/17

REQUEST FOR FREE HIRE OF CARNEGIE

The VEM Manager reported he had received a request for free hire of the Carnegie Room to host the TARA Awards on Friday 1<sup>st</sup> February 2019. After a brief statement Councillor M Robinson left the room. After a discussion during which it was agreed that this event helps shine a light on Thetford, a proposal to grant the free use was proposed by Councillor S Armes and seconded by Councillor S Wright:

**RESOLVED: That Thetford Town Council agree to free hire of the Carnegie Room to the value of £360, which would be the Councils contribution to the TARA Awards on 1<sup>st</sup> February 2019, subject to receiving the costings involved in this event.**

939/17

WEEKLY MARKETS

The VEM Officer reported that as the weather has improved so has the attendance in the Market Place and he is sure this continue. There is a Craft Fair of 5<sup>th</sup> May 2018 which will attract a good turnout.

At this point Councillor T Jermy left the meeting.

940/17

EVENTS

The Soapbox Challenge on 22<sup>nd</sup> April 2018 has more entries than last year and the cost of the straw bales has reduced by 70% by using a supplier who specialises in soapbox derby's.

The Spring into Summer Market on the 27<sup>th</sup> May 2018 is sold out of the gazebo space and only traders with their own stall/gazebos will be allowed.

The River Day on the 21<sup>st</sup> July 2018 is being enhanced by the addition of the Thetford and Punjab festival that will be present for the proceeding 2 weeks. There is a company who will deliver the storey of Duleep Singh using a hologram show.

The Medieval Banquet on the 8<sup>th</sup> September 2018 has been confirmed and tickets will soon be going on sale.

941/17

SIX FOOT TOMMY

Councillor J Hollis reported that a fund page has raised £140 so far and 2 resident associations have donated a further £200 towards aluminium Six Foot Tommy for the Nations Tribute in November. She requested that the Council order and pay £750 for this item prior to the full amount being raised. After a discussion Councillor J Hollis proposed and Councillor S Armes seconded:

**RESOLVED: That Thetford Town Council order aluminium Six Foot Tommy for the Nations Tribute in November at a cost of £750 prior to the full amount being raised.**

942/17

HEALTH & SAFETY

The VEM Officer reported that all the actions requested by Councillor C Harvey have been completed. He stated that the 5 foot round tables used for conferences/dinners that were purchased second hand are now in very poor condition and could be a Health and Safety issue if they were to collapse. He has costed 20 x 5 foot round tables which would give a minimum seating capacity of 160 – maximum 180 at a cost of £959.80 + V.A.T = £1,151.76. After a discussion Councillor S Armes proposed and Councillor D Crawford seconded:

**RESOLVED: That Thetford Town Council purchase 20 x 5 foot round tables at a cost of £959.80 + V.A.T = £1,151.76.**

943/17

CARNEGIE / GUILDHALL WORKS SCHEDULE

All works the Carnegie/Guildhall were on schedule and the work to block and insulate the Carnegie stage door will be done on 30<sup>th</sup> April 2018.

944/17

BUDGET REVIEW

There were no new figures available for the committee to discuss.

945/17 ITEMS OF URGENT BUSINESS

None.

946/17 COMMUNITY ENGAGEMENT

The press and social media will be informed of the following events

- Soap Box Challenge.
- River Festival and Punjab Festival.

947/17 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.

At this point the Chairman proposed that the Committee suspend the meeting to discuss agenda number 948/17 so that the listed visitors above could address the Committee. This was agreed by all committee members present.

948/17 LICENSING ISSUES

Chairman.

DRAFT