

MINUTES OF A MEETING OF THE GUILDHALL AND MARKETS
COMMITTEE, HELD IN THE CARNEGIE, THETFORD,
ON THURSDAY 8th JANUARY 2015 STARTING AT 2.00 P.M.

Present:

The Mayor Councillor Mrs S J Armes

Councillors:

Miss C A Fulford
S N H Wright (Chairman)
D W R Sully

B J Skull
T J Lamb

Officers in attendance:

Emma Patrick
David Brooks
Paul Deal
Chris Crimmen

Deputy Town Clerk
Venues Manager
Deputy Venues Manager
Committee Secretary

MINUTES

- 912/14 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS
None.
- 913/14 MINUTES
Resolved the minutes of the Committee's meeting, held on 3rd December 2014, and to be received by Council on 27th January 2015, be confirmed as a true record and signed/initialled by the Chairman.
- 914/14 APOLOGIES FOR ABSENCE
None.
- 915/14 COMMERCIAL DISHWASHER
The Venues Manager had obtained three quotations for a commercial dishwasher. The dishwasher could wash the cups, saucers and plates when there are large corporate bookings so they can be use 2 or 3 times a day. Costs ranged between £1,150 to £1,299. After a discussion Councillor T Lamb proposed and Councillor Miss C Fulford seconded that the purchase of the dishwasher be deferred until corporate bookings increased.
RESOLVED: The purchase of the dishwasher be deferred until corporate bookings increase.
- 916/14 THETFORD FESTIVAL EVENTS UPDATES/REVIEW
The Venues Manager stated that the 2014 Thetford Great Festival was given a lot of support from the Town Council and as such the Council should maintain a record of the cost of buildings and staff time given so that it can be quantified. Councillors agreed this was a good idea and should also be recorded in the Annual Report, along with any other event the Council supports so that the public are aware of the Council's contribution.
- 917/14 GUILDHALL TOILETS
The Venues Manager reported that the toilets in the Guildhall had been subject to acts of vandalism. Historically they were kept locked, however over a period of time this had changed. He suggested that the toilets should be kept locked and keys given to the Art Gallery and regular Market Traders with a log kept of who has the keys. This was approved by the Committee.

918/14

CARNEGIE STAGE LIGHTS

The Deputy Venues Manager advised Councillor on the current status of the stage lights which have been in place since the Carnegie opened. Over the past few months there have been many issues with the front bar lights especially with bulbs that were no longer available. Other light fittings on the stage had similar issues. When the main hall lights were replaced recently the electricians had installed wiring that would allow our staff to replace the lights on the stage and front bar without the need for further wiring work. Once received, the lights could be replaced within one week. He had a quotation of approximately £3,300.00 to replace the Main Stage and Front Bar lights. These would all be LED lights that give out a wide range of colours and are cheaper on the electricity used (about 1/10th of the cost). The Venues Manager stated new lights would be required by 25th April 15 as there is a Creative Arts East promotions event taking place at the Carnegie which will showcase the venue. It was agreed that it is essential the lights are replaced quickly so it was agreed that the Venues Manager applies for match funding and reports back to the February Committee meeting so a discussion can be made.

919/14

CARNEGIE ENTRANCE DOOR INSTALLATION

The new entrance doors are due to be fitted on Friday 6th February 2015. When this is completed a new disabled access ramp can be created across the whole door entrance. After a discussion Councillor Mrs S Armes proposed and Councillor D Sully seconded that a new disabled access ramp be created across the whole door entrance of the Carnegie Rooms and a new front mat be purchased. The work should be carried out as soon as possible by obtaining 3 quotations and approval given by the Town Clerk in line with Financial Regulations.

RECOMMENDATION: A new disabled access ramp be created across the whole door entrance of the Carnegie Rooms and a new front mat be purchased. The work should be carried out as soon as possible by obtaining 3 quotations and approval given by the Town Clerk in line with Financial Regulations.

920/14

ITEMS OF URGENT BUSINESS

a) GAS LEAK

The Venues Manager reported the on the previous weekend there had been a gas leak in the pavement in front of the Carnegies Room. The Complex was not affected, however the pavement required excavation works in order to complete the repair which is now complete.

b) PARTNERSHIP PROGRAMME

The Venues Manager reported that the 3 Friday night partnership schemes run last year had all either made a profit or broke even and he would like to run a similar programme this year. It was agreed to in principle, however this would be added to the February agenda to discuss in greater detail.

921/14

PRESS RELEASES

There were no press releases.

Chairman.

ACTION POINT	BY WHOM	BY WHEN
Apply for match funding to replace stage lighting in the Carnegie Rooms.		
Investigate option for Guildhall Sprinkler System	Venues Manager	28/02/2015