



## THETFORD TOWN COUNCIL

TOWN CLERK: Maurice Howard

Council Offices  
King's House  
Thetford  
IP24 2AP

Tel: 01842 754247

1<sup>st</sup> June 2015

### **MARKETING & COMMUNICATIONS COMMITTEE**

A meeting of this Committee will take place in the Council Chamber, King's House, Thetford, on **Wednesday 10<sup>th</sup> June 2015 4.00 p.m.**

Yours faithfully

Town Clerk

### **AGENDA**

- 100/15      ELECTION OF COMMITTEE CHAIRMAN AND VICE CHAIRMAN FOR THE MAYORAL YEAR 2015/16  
To receive nominations
- 101/15      DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS  
To receive any additional interest not already registered.
- 102/15      MINUTES  
To confirm the minutes of the committee's meeting held on the 15<sup>th</sup> April 2015, received by Council on the 28<sup>th</sup> April 2015, to be confirmed as a true record and signed/initialled by the Chairman.
- 103/15      APOLOGIES FOR ABSENCE  
To receive.
- 104/14      ACTION POINTS  
The Chairman to review the last meetings action points.
- 105/15      BUDGET REVIEW
- To review monthly spend.
  - To consider adverts required for Brecks Explorer.
  - Approval of payment for Heritage Open Day advert.
  - To approve the production of the flyer previously agreed.

- To consider Thetford's Great Festival advert in "Fun Days Out" magazine.

106/15 NEW TOWN COUNCIL WEBSITE  
To update.

107/15 EVENTS AND EVENTS CALENDAR

- To receive an update on Thetford's Great Festival.
- To receive an update on Heritage Open Day.
- To discuss Tour of Britain.

108/15 SOCIAL MEDIA/PRESS/PUBLICITY  
To discuss current requirements and coverage of events.

109/15 TRANSPARENCY CODE  
Update on requirements completed so far.

110/15 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.

111/15 PRESS RELEASES  
To receive the Chairman's report for any press releases.