



THETFORD TOWN COUNCIL

TOWN CLERK: Maurice Howard

Tel: 01842 754247

5th March 2015

Council Offices
King's House
Thetford
Norfolk
IP24 2AP

CHARLES BURRELL CENTRE COMMITTEE

A meeting of this Committee will take place in the Charles Burrell Centre, Staniforth Road, Thetford, on **Wednesday 11th March 2015 starting at 10.00 a.m.**

Deputy Town Clerk

AGENDA

- 1214/14 **DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS**
To receive any additional interest not already registered.
- 1215/14 **APOLOGIES FOR ABSENCE**
To receive.
- 1216/14 **MINUTES**
To confirm as a true record the minutes of the Committee meeting held on 18th February 2015, received by Full Council on 24th February 2015, to be confirmed as a true record and signed/initialled by the Committee Chairman.
- 1217/14 **ACTION POINTS**
To update on the action points from the last meeting.
- 1218/14 **OPERATIONAL UPDATE FROM CENTRE MANAGER**
To receive report.
- 1219/14 **CHARITABLE AND STATUTORY ORGANISATION**
The Committee to agree new requirements for a charitable and statutory organisation in relation to future lease costs.

- 1220/14 HEALTH AND SAFETY
- Update in relation to enforcement of fire risk assessment (copy to be provided to the committee in advance).
 - Progress with ensuring PAT testing of all electrical items on site.
 - Arrangements for lone-working.
- 1221/14 REVIEW OF TENANTS
- Presentation/discussion evening.
 - Announcement of three selected/elected tenant board members.
- 1222/14 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.
- 1223/14 TO RECEIVE AN UPDATE ON TENANT LEASE AGREEMENTS AND DEBTORS LIST
To review the up to date list of debtors and the current lease agreements signed.
- 1224/14 RECENT TENANT/SESSIONAL REQUIREMENTS
To discuss any requirements.
- 1225/14 FINANCIAL UPDATE
- a) Pensions and pay scales for staff post 1st April 2015.
 - b) Proposals for dealing with budget shortfall in 2105/2016 financial year following Thetford Town Councils decision not to award a start up grant.
- 1226/14 SUPPORT FROM THETFORD TOWN COUNCIL TO CHARLES BURRELL CENTRE LTD POST 1ST APRIL 2015
To discuss.
- 1227/14 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.
- 1228/14 PRESS RELEASES
To consider any press release arising from this meeting's agenda.