

MINUTES OF A MEETING OF THE GUILDHALL AND MARKETS COMMITTEE,  
HELD IN THE COUNCIL CHAMBER, KING'S HOUSE, THETFORD,  
ON TUESDAY 20<sup>th</sup> AUGUST 2013 STARTING AT 3.15 p.m.

Present:

The Mayor Councillor S N H Wright (Chairman)

Councillors:

Mrs S J Armes  
T J Lamb  
D W R Sully

Miss C A Fulford  
B J Skull

Officers in attendance:

Maurice Howard	Town Clerk
Emma Patrick	Deputy Town Clerk
Chris Crimmen	Committee Secretary
David Brooks	Guildhall Complex Co-ordinator

Also in attendance to speak on minute number 297/13:

Alun Bond	Artservice
Hazel Clover	Artservice
Jon Boon	Ingleton Wood

MINUTES

294/13

DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS

None.

295/13

MINUTES

Resolved that the minutes of the Committee's meeting, held on 2<sup>nd</sup> July 2013, and received by Council on 30<sup>th</sup> July 2013 under minute 235/13(a), be confirmed as a true record and signed/initialled by the Chairman

296/13

APOLOGIES FOR ABSENCE

None.

297/13

BUSINESS EVALUATION PROJECT

The Mayor welcomed Alun Bond and Hazel Clover from Artservice and Jon Boon from Ingleton Wood who would give an interim report on the Guildhall and Carnegie Rooms Business Evaluation..

Alun Bond stated that the purpose of this report was to assess the financial implications of the proposed re-development of the Guildhall and Carnegie rooms. He made the following points:

- Their market analysis concludes that there is a potential audience a regular professional programme of live arts at the Guildhall and Carnegie Rooms.
- A venue seating between 350 – 400 presenting a professional programme of up to 100 live performances a year could cater for the growing needs of Thetford and its catchment area.
- There is competition from other arts facilities in the area and in particular Diss, Bury St Edmunds, Dereham and Norwich.

- There is a lack of facilities for the arts in Breckland District and no dedicated arts venue.
- There is a shortage of exhibition facilities and a limited range of conference and meeting facilities of a high standard.
- There may be some scope for securing Heritage Lottery Fund and Arts Council England funding. However, he stated that in his opinion it would be difficult to raise in excess of £4-5m towards the scheme in the immediate future.
- He spoke about the advantages of the Guildhall and Carnegie Rooms becoming a Charitable Trust.
- The scheme would need to build credibility and this would require that the Town Council work with Breckland Council and Norfolk County Council. If the scheme is to succeed it will require a more collaborative approach and one that links better with the arts infrastructure for the County and involves working with key arts agencies and other local authorities.
- He felt that in the current climate the Council should consider a phased approach with an initial cost of £3m.
- He pointed out the final draft report would be available by the end of September.

The Mayor then invited feedback from Councillors who made the following observations:

- The work can be segregated into sections.
- The glazed link would make both buildings more accessible.
- Better acoustics would increase the usage of the Guildhall rooms.
- It was disappointing to hear that this long awaited scheme may have to be phased.
- The draft proposal was a realistic approach and gave Councillors good indicators to move forward.

The Mayor summed up that in the final draft report the following should be considered:

- A financial model going forward.
- Explore Charitable Trust Status.
- Jon Boon to look at options to include the Glazed link and the refurbishment of the rooms if the Council decided on phasing.
- Improving the acoustics in the Guildhall.

Date of the next meeting to receive the final draft report was agreed: Tuesday 1<sup>st</sup> October 2013 at 3.15 p.m.

298/13

#### JACK PILLING ART GALLERY

The Chairman reported that the Art Gallery had applied for Charitable Status and was awaiting the outcome. There followed a discussion on the way forward once the Art Gallery was registered. It was decided to discuss this matter again as soon as the decision is known.

299/13

#### CARNEGIE OVENS

The Guildhall Complex Co-ordinator confirmed that he was in the process of replacing the ovens with new gas ovens and fitting a new canopy to full Health and Safety guidelines and within the agreed budget.

300/13

#### CARNEGIE CURTAIN REPLACEMENT

The Guildhall Complex Co-ordinator confirmed that the new curtains had been installed to the agreed specification.

- 301/13      GUILDHALL REDECORATION  
The Guildhall Complex Co-ordinator confirmed that the job had now been completed. There was uncertainty over the colours used, however, with no evidence to support the original colour scheme it was accepted that the level of work was satisfactory. In future the Guildhall Complex Co-ordinator and the Works Foreman will keep records and photos of paint used for future reference.
- 302/13      GUILDHALL ACOUSTICS  
The Guildhall Complex Co-ordinator reported that a regular user had complained about the acoustics in the Guildhall and that they would have to cancel their future bookings if the sound did not improve by the end of the year. It was decided to speak to Jon Boon of Ingleton Wood to recommend improvements that could be carried out quickly. These could include changes to the curtains, flooring and the use of large boards that will have the appearance of paintings to improve the sound quality.
- 303/13      REVIEW OF GUILDHALL COMPLEX FEES 2014/2015  
It was decided that a full review of the annual fixed and variable costs for the Guildhall should be made available to Councillors together with the income generated over the past twelve month period. This would enable a special meeting to be called to discuss the proposed fees for 2014/15.
- 304/13      POP-UP GAZEBOS  
The Guildhall Complex Co-ordinator wanted to agree the process for hire/loan of Gazebos. After a discussion it was agreed to loan the gazebos out to community groups/charities/not for profit organisations at no cost. This was agreed on the condition that they were collected during office hours and that the organisations would be responsible for any damage caused to the gazebos. The Town Clerk pointed out that there should be an on-going budget set aside to replace the gazebos for normal wear and tear.
- 305/13      CLARIFICATION OF MARKET RULES CONCERNING PITCH HIRE  
The Town Clerk reported he had received a letter from a market trader asking permission to extend her stall to sell quality burgers, hotdogs, teas and regular coffees. In the letter she went on to say the current burger van owner was retiring but he had intimated passing on his market pitch to the new owner of the burger van.  
There followed a discussion and Councillors were quite clear that market pitches are allocated to the person not the business and were done on a weekly basis. Councillor Mrs S Armes proposed and Councillor B Skull seconded that rule 2 (e) of the Tuesday and Saturday Market Rules should be amended to read:  
2) OCCUPIER OF PITCHES  
(e) The allocation of a particular pitch shall be for one day only and its size and position shall be at the discretion of the Market Superintendent. No trader shall occupy a pitch which has not been allocated to them. A trader who ceases to trade or is purporting to assign the trader's business to a third party shall have no rights over any pitch allocated to the said trader irrespective of the number of years over which the pitch might have been occupied."

Chairman.