

MINUTES OF A MEETING OF THE GUILDHALL AND MARKETS COMMITTEE,  
HELD IN THE COUNCIL CHAMBER, KING'S HOUSE, THETFORD,  
ON TUESDAY 11<sup>th</sup> DECEMBER 2012  
STARTING AT 10.00 a.m.

Present:

Councillor S N H Wright, Chairman  
The Mayor, Councillor T J Lamb

Councillors:

Mrs S Armes

Miss C A Fulford

Also in attendance: Susan Glossop  
Sarah Lewis  
Chris Crimmen

The Acting Town Clerk  
Finance Manager  
Committee Secretary

Note:

The serving Town Mayor is an *ex officio* member of all Town Council Committees.

MINUTES

520/12 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS

None

521/12 MINUTES

Resolved that the minutes of the Committee's meeting, held on 29<sup>th</sup> November 2012, and to be received by Council on 29<sup>th</sup> January 2013, be confirmed as a true record and signed/initialled by the Chairman.

522/12 APOLOGIES FOR ABSENCE

Councillors D Sully and B J Skull

523/12 PARKING ON MARKET PLACE

The Acting Town Clerk confirmed that the Council now own the car park in the market place. There were issues that will have to be solved but these can now be actioned. The Acting Town Clerk will speak to the Council's legal advisers to advise on the various legal options and complexities regarding:

- Haphazard parking
- Parking in the square on market day
- Enforcement/traffic warden/wheel clamping
- Notices to car users

524/12 NOTICE BOARD AT GUILDHALL

The various designs and three quotations were reviewed and it was decided to go ahead with the preferred option that was to be made with marine ply backing with English oak used for the doors and front of the board.

**RECOMMENDATION:** To proceed with the quote of £1,116 and have the notice board made and agree the exact wording at Full Council Thetford town Council or Thetford Council.

525/12

#### UPDATE ON GUILDHALL HEATING

The three quotations for upgrading the heating with a pressurised system were discussed. The preferred quotation would cost £3,133.75. The Finance Manager reminded councillors that if this work was carried out the funds would have to come from reserves as there was no maintenance budget left to pay for this work. There followed a discussion that covered the following points:

- There was concern that the area on the first floor may not always be in use
- The electric heaters could be utilised more on the 1<sup>st</sup> floor
- That the Guildhall is an Grade 2 listed building and the Council need to spend funds maintain the building in order and to improve the heating system in general .

Councillor S Wright proposed and Councillor T Lamb seconded that the pressurised heating system costing £3,133.75 should be installed in the Guildhall to improve the 1<sup>st</sup> floor heating.

A vote was taken. For: 3 Against: 1 The motion was carried.

**RECOMMENDATION:** To proceed with the quote of £3,133.75 to install a pressurised heating system in the Guildhall to improve the 1<sup>st</sup> floor heating.

526/12

#### GUILDHALL COUNCIL CHAMBER

The issue of noise and sunlight in the Council Chamber was discussed following complaints from hirers. It has poor acoustics and in the winter the low sun means hirers cannot use overhead projectors. It was decided that curtains will help both these issues and the Guildhall co-ordinator is getting three quotations for curtains for the two windows in this room.

Councillor Miss C Fulford reported that during a recent Science event held in the large court there was lots of activity with children and the noise in the Dad's Army museum was unacceptable. The ceiling was bouncing around so much it dislodged a bulb that shattered on the floor. It was pointed out that there should always be a risk assessment carried out before any hiring is confirmed so that events such as these can be moved to more appropriate premises.

527/12

#### UPDATE FROM COMPLEX CO-ORDINATOR ON GUILDHALL REPAIRS

The Complex Co-ordinator was unable to attend but the Acting Town clerk reported she was pleased with the recent work carried out and a full report would be given at the next meeting.

528/12

#### ADVERTISEMENT FOR BAR FRANCHISE

The Chairman read out the wording that was used to advertise the original franchise and with some amendments the wording was agreed. It was decided that with the Christmas holidays imminent the advert should be placed in the following on the first week in January 2013:

- EDP newspaper and their website
- Thetford & Brandon
- About Thetford
- Thetford Council website

The Chairman and the Finance Office will put together an information pack for all respondents and a closing date should be 31<sup>st</sup> January 2013.

529/12

#### TO REVIEW GUILDHALL FEES

The fees were reviewed and it was decided to keep them at the present level. These will be reviewed again in six months.

530/12

#### TO REVIEW MARKET FEES

The fees were reviewed and it was decided to keep them at the present level. These will be reviewed again in six months.

Chairman: