

MINUTES OF A MEETING OF THE GUILDHALL AND MARKETS COMMITTEE,
HELD IN THE COUNCIL CHAMBER, KING'S HOUSE, THETFORD,
ON FRIDAY 6TH JULY 2012
STARTING AT 2.00 p.m.

Present:

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

Councillors:

Mrs S J Armes
D W R Sully

Miss C A Fulford
T J Lamb

Also in attendance: The Acting Town Clerk
For part of the meeting Sarah Williams Guildhall Complex Co-ordinator

Note:

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

MINUTES

158/12 DECLARATIONS OF INTEREST

Councillor Miss C Fulford agenda item 162/12 personal interest: knows David Brooks. Agenda item 166/12: personal interest Night Market –Sort-it

159/12 MINUTES

Resolved that the minutes of the Committee's meetings held on the 10th May 2012 , as received by the Council at its meeting on 29th May 2012 under minute 78/12(d) to be confirmed as a true record and signed/initialled by the Chairman.

160/12 APOLOGIES FOR ABSENCE

Apologies were received from Councillor B J Skull

161/12 MARKET SUPERVISOR REPORT

David Brooks attended the meeting and tabled his annual report which is attached to the minutes. He did ask the committee to give consideration to the fact that he now has an added duty of being in charge of the waste disposable bins which the market traders have to put their own waste in. David unlocks the bins and oversees the operation which is taking an extra hour at each market .

162/12 MARKET SUPERVISOR CONTRACT

The committee discussed the Market Supervisor's annual contract which was due for renewal. It was decided that the contract would be renewed until July 2013 and then be put out for tender. The committee asked for contracts to be flagged up six months in advance of the renewal date. The committee agreed to a £750 increase to the Market Supervisors £3,000 per annum fee, to cover the extra two hours work involved with the waste collection.

RECOMMENDATIONS:

- The Acting Town Clerk to discuss with David Brooks the £750 fee increase, to ensure this was acceptable
- The contract to be renewed for one year, but to be put out to tender six months before the renewal date of July 2013
- The Finance Manager to set up a spreadsheet which will alert the Councillors of contract renewal dates six months in advance

163/12 PARKING ON MARKET PLACE

The committee discussed the overnight parking of vehicles on the Market Place prior to the Tuesday and Saturday markets. It was suggested that the signage needed to be improved and made available in several languages, informing the public that parking is not allowed on Market days. The Acting Town Clerk advised the committee that she had asked Breckland Council to improve the signage. Vehicles that have been abandoned or left on market days can only be removed by the owner of the land. The Acting Town Clerk advised work was in progress regarding this matter.

Sarah Williams the Guildhall Complex Co-Ordinator joined the meeting for The following items

164/12 GUILDHALL

- Toilet leak update, Sarah advised that one of the ladies toilets was leaking and it had damaged the lino. The committee expressed the need to get this repair carried out straight away. Sarah Williams to ask Roger expedite the repair. Sarah to get quotations for new lino.
- Notice board outside (Roger to get quotations for a wooden notice board which would be in keeping with the listed building)
- Internal decoration (Sarah William and the Acting Town Clerk to ask Roger if the gutters are being cleaned out regularly as this was causing the problem in the small court with the damaged wall. Also to find out where the report is that the previous Works Supervisor commissioned for the Guildhall roof.
- Art Gallery leak in a cupboard and in the roof above the stairway leading to the art gallery.

165/12 CARNEGIE

- Carpet upstairs (Sarah Williams to get quotations to replace the worn out carpet)

Sarah Williams , Councillor Miss C Fulford , Councillor Mrs S Armes to work together on these items which have Council approval for upgrading

- Painting
- Curtain stage & side windows
- Cookers
- Floor tiles
- Outside windows slats

166/12 MARKET PUBLICITY

The committee discussed the lack of funding for publicity. They were advised that budgets are set in October for the following financial year . Therefore the committee was advised to ask the finance committee for any funding required in this financial year.

RECOMMENDATION: Apply to Finance committee for funding

167/12 CONSESSION APPLICATION

Royal Air Forces Association Thetford and District branch requested the Carnegie Room free of charge on the 27th September 2012 for the Annual Wings Appeal for which the proceeds go to central head quarters.

RECOMMENDATION: The Association are advised to apply for a normal concession

Brandon Foto Imaging Group Photo Exhibition this group are a voluntary charity who would like to be part of the Thetford Festival using the Large Court in the Guildhall from the 3rd September – 7th September 2012 day time use.

RECOMMENDATION: special concession of rate £125 for the booked dates

Chairman: