

MINUTES OF THE MARKETING & COMMUNICATIONS COMMITTEE
HELD IN THE COUNCIL CHAMBER, KINGS HOUSE, THETFORD,
ON WEDNESDAY 11th NOVEMBER 2015 STARTING AT 3.00 P.M.

Present:

Councillors:

R F W Brame
M Robinson

Mrs B J Canham
S N H Wright (Chairman)

Officers in attendance:

Tina Cunnell PPP&C Officer
Chris Crimmen Committee Secretary

Minutes

623/15

DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS

Councillor M Robinson declared an interest as proprietor of "Best of Thetford".

624/15

MINUTES

Resolved the minutes of the committee's meeting held on the 14th October 2015, received by Council on the 27th October 2015, be confirmed as a true record and signed/initialled by the Chairman.

625/15

APOLOGIES FOR ABSENCE

None.

626/15

ACTION POINTS

The Chairman to reviewed the last meetings action points:

- The Town Clerk had spent £580 on the About Thetford magazine and the Visit Norfolk Website.
- The cost of two posters for the Bus Interchange would cost £200 to design and print.
- Chairmen have been added to the committee lists.
- The meeting to discuss this year's Festival is still outstanding due to the PPP&C Officer being on sick leave.
- The PPP&C Officer is still working on funding.
- There is a meeting later this month regarding the Little Ouse project..
- The PPP&C Officer has no access to the site. She is waiting to hear from Shorthose Russell regarding the cost of the update.

627/15

BUDGET REVIEW

The Chairman reviewed 2015/16 budget proposals with a view to determining additional savings measures and income opportunities to recommend to Finance. It was decided to keep the budget as recommended.

628/15

EVENTS AND EVENTS CALENDAR

There were no updated to the Events Calendar. The PPP&C Officer reported that the Leaping Hare are willing to run the Festival Box Office for a fee of 5% which equates to approximately £250.

RESOLVED: The Leaping Hare run the Festival Box Office for a fee of 5% which equates to approximately £250.

Thanks were recorded to Maria Cooke who had spent many hours taking all the photographs last year and it was proposed to ask her to take them again in 2016 and she will receive a £100 gift vouchers.

RESOLVED: To ask Maria Cook to take the Festival photographs for the 2017 Festival and she will receive £100 gift vouchers.

The PPP&C Officer was pleased to report that Elizabeth Truss, MP for South Norfolk, has agreed to be the Patron of Thetford's Great Festival. She reported that she has had some expressions of interest from this year's participants and once the "wash up" meeting had taken place she will have an agenda item on the January meeting to discuss in full plans for the 2016 Festival.

The PPP&C Officer reported that in order to speed up decisions she would like to have day to day control of the Festival and report back monthly to the Committee.

A discussion followed and Councillor S Wright proposed and Councillor R Brame seconded that the Committee assign delegated powers to the PPP&C Officer for events once the budget has been set and this should be reviewed quarterly.

RESOLVED: The Committee assign delegated powers to the PPP&C Officer for events once the budget has been set and this should be reviewed quarterly.

629/15

LITTLE OUSE PROJECT

The Chairman reported that the next meeting will take place on 18th November 2015 and he will give a full report at the next Marketing & Communications meeting.

630/15

ITEMS OF URGENT BUSINESS

a) MEETING WEDNESDAY 9th NOVEMBER 2015 AT 2.00 P.M.

It was decided that the December meeting will take place as arranged but it will not be a formal minuted meeting.

631/15

PRESS RELEASES

None.

ACTION POINT	BY WHOM	BY WHEN
The Thetford's Great Festival planning meeting will be added to the January agenda.	PPP&C Officer	13/01/2016
To contact all interested authorities that will benefit by the Little Ouse project to secure funding.	PPP&C Officer	Ongoing
To firm up the total cost for the feasibility study for the Little Ouse project.	The Chairman	Ongoing

Chairman.