

MINUTES OF A MEETING OF THE GUILDHALL AND MARKETS  
COMMITTEE, HELD IN THE CARNEGIE, THETFORD,  
ON THURSDAY 5<sup>th</sup> NOVEMBER 2015 STARTING AT 2.00 P.M.

Present:

Councillors:

Mrs S J Armes  
D M Crawford  
M Robinson (Chairman)  
S N H Wright

C R P Burnett  
J C Moorman  
Mrs F Robinson

Officers in attendance:

Emma Patrick  
David Brooks  
Paul Deal

Deputy Town Clerk  
Venues Manager  
Deputy Venues Manager

MINUTES

601/15

DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS

Councillor S N H Wright declared an interest in agenda items 609/15 and 613/15 due to his role as Chairman of the Dad's Army Museum.

Councillor M Robinson declared an interest in agenda item 609/15 due to his business interest in the Norcas building.

602/15

APOLOGIES FOR ABSENCE

None.

603/15

MINUTES

Resolved the minutes of the Committee's meeting, held on 1<sup>st</sup> October 2015, as received by Full Council on 27<sup>th</sup> October 2015, be confirmed as a true record and signed/initialled by the Chairman.

604/15

ACTION POINTS

The Chairman reviewed last month's action points:

- The funding bids task and finish group will be covered at agenda item 607/15.
- The Guildhall acoustics and aesthetics task and finish group will be covered at agenda item 607/15.
- Review of opportunity of Charitable Status will be covered further under agenda item 605/15.
- The flyer on Thetford Market will be discussed at agenda item 608/15.
- The engagement with Breckland Council regarding access to St Peters through the White Hart Street car park wall is on-going.

605/15

BUDGET REVIEW

The Chairman reviewed last month's income and expenditure and there were no queries raised.

Following the request from Full Council to review the 2015/16 budget proposal, the Committee looked at the four year plan. After much discussion, it was agreed by the Committee that detailed planning had been put into the production of the plan, leaving no room for a reduction. It was also agreed that there will be

a huge amount of information that would need to be gathered and understood regarding Charitable Trust status. Different options would be available and it would be key to understand all the benefits and disadvantages associated with each before reaching a decision. Due to the importance of this, it was agreed a hurried decision could not be made. The Committee recommended to Finance that the financial strategy as presented is extant and that the Guildhall and Markets Committee will continue to look at all future options for venue management.

**RECOMMENDATION: The financial strategy as presented is extant and that the Guildhall and Markets Committee will continue to look at all future options for venue management.**

606/15

#### WORKS SCHEDULE

The Committee received an update from the Venues Manager on the work schedule. The partition wall for the training room in the Carnegie has been completed and the carpet laid. The installation of the new heating and air conditioning system in the main hall is ongoing, with just the work to fully commission the system to be completed. The heating work in the training room is complete. Work to remove the mezzanine floor and the steel work will continue, with the annual pantomime in January 2016 being the first production to benefit from the increase audience capacity this will provide.

The Committee then discussed the Scenery door at the rear of the Carnegie. Several options were considered, and after discussion Councillor Mrs S J Armes proposed and Councillor Mrs F Robinson seconded that the scenery door should be removed, the frame already made should be installed and the gap insulated and boarded up with the cost coming from the maintenance budget.

There followed a vote. For the proposal 4 votes. Against the proposal 2 votes. The motion was passed.

**RESOLVED: The scenery door should be removed, the frame already made should be installed and the gap insulated and boarded up with the cost coming from the maintenance budget.**

607/15

#### TASK AND FINISH GROUP MEETINGS

The two task and group meetings took place on Thursday 29<sup>th</sup> October 2015. The first looked at the acoustics and aesthetics in the Guildhall. Councillors M Robinson, Mrs S J Armes, the Deputy Town Clerk and the Venues Manager were presented. The Acoustics were looked at in the Council Chamber, Large Court and Small Court. It was agreed that there were no real issues in the Small Court, and that the problems presented in the Council Chamber and Large Court could be dealt with in different ways. The Council Chamber issues could be solved by the hanging of curtains as this would also block the sun as necessary when being used as a training room. The Large Court is more complicated due to the shaped of both the roof and windows. Several options were discussed including acoustic panels and paint that comes in the heritage colours. It was agreed that the acoustic paint would be less intrusive, and the Venues Manager was awaiting confirmation of a visit from a company who have used acoustic paint in venues such as Hampton Court Palace and churches in London.

The group also looked at the aesthetics of the building, chiefly concerning disabled access both from the Market Place and internally to include the provision of disabled toilet facilities.

It was agreed that a funding bid for the whole building appropriate, to also include work on the roof and clock tower.

Councillor M Robinson, the Venues Manager and the Deputy Town Clerk met on the same day for the funding bids task and finish group, with apologies from Councillor S N H Wright. It was agreed that works for the Guildhall and St Peters

would be great in cost, and that large finding bids would be required in order to facilitate these. Further discussion took place, and the Committee decided that it would be useful for a Heritage Lottery Fund Officer to visit the Guildhall and St Peters to advise on the best approach, e.g. two separate bids or both combined in one. It was agreed that Councillor S N H Wright would forward the contact details he has to the Deputy Town Clerk who would then arrange the meeting with the task and finish group in attendance. The Chairman thanked both groups for the work and effort they have and continue to expend on these issues.

608/15

#### MARKETS

The Venues Manager showed the draft flyer on the Thetford Market to the Committee and reported that it is almost complete. The front of the flyer gives a history of the market and details of the current fees and operation, the rear is an application form that interested traders can complete and return to the Council. It was agreed that the Town Crest should be added to the flyer and that it should be produced in an A5 portrait format. Councillor S N H Wright will liaise with local historian David Osborne to review the historical information in the leaflet and check its accuracy.

The Venues Manager reported that two new stall holders have recently started using the market and it was hoped that they would become regular traders. He added that many market enquiries had been received which would hopefully translate into more stalls on the market in the future.

609/15

#### GUILDHALL KITCHEN

The Venues Manager explained that as the Norcas building was being retaken by the Staniforth Trust, alternative storage had to be found for the cleaning materials that were stored there. As a result, he reported that a meeting had taken place with Councillor M Robinson, the Town Clerk, Deputy Town Clerk and Venues Manager in attendance as well as Mr S Wright, Chairman of the Dad's Army Museum. This was to discuss the exclusive use of the back store room of the Guildhall for Council storage and the decommissioning of the redundant kitchen for storage use by the Dad's Army Museum. Following discussion, it was agreed that the kitchen would not be used as such again and Councillor Mrs S J Armes proposed and Councillor J C Moorman seconded to decommission the Guildhall kitchen, remove the culinary equipment and utilise as a store room for the Dad's Army Museum, with access for the Council to access the electrical panels. The back store to become a store exclusively for the Town Council. Revise the lease to show these changes and issue to the Dad's Army Museum.

There followed a vote. For the proposal 5 votes. Councillors M Robinson and S N H Wright abstained from the vote. The motion was passed.

**RESOLVED: Decommission the Guildhall kitchen, remove the culinary equipment and utilise as a store room for the Dad's Army Museum, with access for the Council to access the electrical panels. The back store to become a store exclusively for the Town Council. Revise the lease to show these changes and issue to the Dad's Army Museum.**

610/15

#### GUILDHALL CLOCK

The Deputy Town Clerk gave the Committee correspondence from a local business regarding the Guildhall Clock. They had requested the chimes of the clock be repressed between the hours of 12 midnight and 6.00am. The Committee discussed the letter and the history of the clock, and the unanimous decision was made to leave the clock chimes as they are as it was felt they are an important part of the town's heritage and fabric.

611/15

CARNEGIE KITCHEN EQUIPMENT

The Venues Manager reported that the fridge capacity currently in the kitchen of the Carnegie is inadequate for hirers needs. He reported that Shefs have offered a commercial stainless steel fridge and freezer for the Town Council to purchase, and stated he felt only the fridge was needed. The Committee agreed that the stainless steel fridge should be purchased from Shefs at a cost of £300.00 and be paid from the equipment budget.

**RESOLVED: Purchase stainless steel fridge from Shefs at a cost of £300.00, to be paid from the equipment budget.**

612/15

CONFERENCE CHAIRS

The Venues Manager reported that the removal of the Mezzanine meant that capacity could now be increase to 300. In order to fully facilitate this, another 20 chairs would need to be purchased. The supplier of the chairs currently has an offer on the chairs which means 20 would cost £349.00 + VAT. The Committee agreed that 20 chairs should be purchased to increase the capacity to 300 at a cost of £349.00 + VAT. This is to come from the equipment budget.

**RESOLVED: 20 chairs be purchased to increase the capacity to 300 at a cost of £349.00 + VAT. This is to come from the equipment budget.**

613/15

CAGE LANE SINK HOLE

The Deputy Town Clerk reported that NCC had repaired the sink hole and none of the Town Council buildings had been affected. A street light had to be removed by NCC as it had been made unstable by the hole. Correspondence had since been received from the Dad's Army Museum Chairman to replace the lamppost that had been removed from Cage Lane due to the sink hole with a heritage style lamp. She is currently asking NCC to confirm whether this would be possible and what the cost associated would be. She indicated that as the light was fully functional when it was removed, we would be liable for the full cost of replacement (although the Dad's Army Chairman had indicated that they would be willing to assist with costs). It was suggested that a heritage style lamp post had been removed from King Street during the redevelopment of the square. The Deputy Town Clerk will look into this, liaise with NCC and report back to the Committee.

614/15

ITEMS OF URGENT BUSINESS

None.

615/15

PRESS RELEASES

None.

<b>ACTION POINT</b>	<b>BY WHOM</b>	<b>BY WHEN</b>
To review the opportunity of Charitable Status for the three venues	Councillor M Robinson, Deputy Town Clerk & Venues Manager	Ongoing
Remove Scenery door, install frame and insulate / board gap	Venues Manager / Works Foreman	As soon as possible
Provide details of Heritage Lottery Fund officer and arrange visit to Guildhall and St Peters	Councillor S Wright & Deputy Town Clerk	Ongoing
Arrange visit to the Guildhall by acoustic paint company	Venues Manager	Ongoing
Write to business with Committee's decision on Guildhall Clock	Town Clerk	30/11/2015

Investigate Heritage Light post with NCC	Deputy Town Clerk	Ongoing
Re-engage with Breckland Council to request access through the Town Council wall from the Breckland car park to St Peters.	Town Clerk	As soon as possible.

DRAFT