

MINUTES OF A MEETING OF THE GUILDHALL AND MARKETS
COMMITTEE, HELD IN THE CARNEGIE, THETFORD,
ON THURSDAY 3rd DECEMBER 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

711/15

DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS

Councillor S N H Wright and the Deputy Town Clerk declared an interest ~-(non-pecuniary) in agenda item 716/15 as members of Thetford Players.

712/15

APOLOGIES FOR ABSENCE

None.

713/15

MINUTES

Resolved the minutes of the Committee's meeting, held on 5th November 2015, as received by Full Council on 24th November 2015, be confirmed as a true record and signed/initialled by the Chairman.

714/15

ACTION POINTS

The Chairman reviewed last month's action points:

- Charitable Trust Status work will be commenced in the New Year. This is not a small undertaking, but will involve a lot of work looking at all of the advantages and disadvantages the status may bring. Chairman once again invited input and comment from all Committee members during this process. Recommendations would be made to the Committee to consider.
- The works to the scenery door will be covered at agenda item 719/15.
- Councillor S N H Wright will make contact with the Heritage Lottery Fund Officer based in Cambridge and then a meeting will be arranged to discuss the Guildhall and St Peters.
- The Venues Manager will arrange for the acoustic company to visit the Guildhall and advise of the date when set.
- The letter regarding the Guildhall clock and the Committee's decision has been drafted.
- The Deputy Town Clerk is continuing to engage with NCC regarding the street light that is located on Cage Lane in front of the Dad's Army Museum. She confirmed that this had now been reinstated following the repair to the road, and a quote of approximately £3,000 had been

received from Amey should the Town Council consider replacing the column with a heritage style one.

- The engagement with Breckland Council regarding access to St Peters through the White Hart Street car park wall is on-going.

715/15

BUDGET REVIEW

The Venues Manager briefed the Committee on the income. He stated that although the income was slightly behind target, there is no doubt that this will be recouped in the coming months. He also briefed that there is a current under spend within the utility budgets due to improvements made to the lighting in the Carnegie and the installation of a timer on the heating oil boiler.

The Deputy Town Clerk thanked the Venues Team for the work they have undertaken on the ordering of consumables. This was having an impact right across the Council, not just within the Guildhall and Markets budget.

716/15

PROPOSAL TO INSTALL STAGE STEEL TRACK

The Venues Manager briefed that a request had been received from Thetford Players to install a steel track above the stage to aid in their forthcoming pantomime production. He briefed that an initial visit had taken place at which the Venues Team, Works Foreman (in his Health & Safety capacity), the theatre engineering company and the Chair of Thetford Players had been present. The Works Foreman advised that that once an addition to the track to be installed was made to satisfy the Town Council's health and safety requirements he was content. This had been incorporated into the plans that had been submitted for the Committee to view. After discussion, Councillor Mrs F Robinson proposed and Councillor D M Crawford seconded that the steel bar above the stage be installed as proposed by Thetford Players on the condition that any damage caused by installation is put right at no cost to the Council.

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

RESOLVED: The steel bar above the stage be installed as proposed by Thetford Players on the condition that any damage caused by installation is put right at no cost to the Council.

717/15

UPDATE FROM UK POWER NETWORKS FOR INCREASE IN SUPPLY CAPACITY TO GUILDHALL COMPLEX

The Venues Manager presented the information received from UK Power Networks to increase the supply capacity to the Guildhall complex. Three options were presented by them for the work:

Option A: The price for UK Power Networks to undertake all the works is £2,326.74 plus VAT

Option B: The price for UK Power Networks to undertake the Distribution Network Operator (DNO) Works (which also includes the price for testing and inspecting the works carried out by the Independent Connections Provider (ICP)) plus the Final Closing Joint is £2,326.74 plus VAT.

Option C: The price for UK Power Networks to undertake only the Distribution Networks Operator (DNO) Works (which also includes the price of testing and inspecting the works carried out by the ICP is £2,326.74 plus VAT.

During discussion it was noted that:

- The payment due to UK Power Networks was the same regardless of option chosen. The other two options would attract additional cost to the Council.
- UK Power Networks must be used as the Distribution Network Manager, and as such was a specialist supplier of this work.

- This work was required in order to ensure that the Guildhall and Carnegie could be fully utilised in accordance with the four year forecast and vision for the complex.
- UK Power Networks noted that the distributor board was obsolete and needed to be replaced. Replacement of this is included in the quotes.

Councillor Mrs S J Armes proposed and Councillor Mrs F Robinson seconded that Option A be accepted by the Finance Committee in their December meeting at £2,326.74 plus VAT to come from Guildhall Reserves. All were in agreement.

RECOMMENDATION: Option A be accepted by the Finance Committee in their December meeting at £2,326.74 plus VAT to come from Guildhall Reserves.

718/15

WAYLEAVE AGREEMENT

The Deputy Town Clerk advised that following the Committee's agreement in principle to allow the broadband work to the Shambles to take place, the formal Wayleave Agreement had now been received. All of the details were as previously advised, with the exception that a monetary amount of £390.00 has been offered. After discussion it was agreed that the Wayleave Agreement accepting the £390.00 be signed, on the condition that the surfacing surrounding the BT cover installed in the works is made good.

RESOLVED: The Wayleave Agreement accepting the £390.00 be signed, on the condition that the surfacing surrounding the BT cover installed in the works is made good.

719/15

WORKS SCHEDULE

The Venues Manager provided a listing of the works schedule and reported that the Venues team are on target to complete their tasks. Due to current taskings which have recently included the Christmas Light Switch On, the Works Team have been unable to complete the work on the Scenery door and it will be done in the New Year.

The Venues Manager briefed that the work to remove the mezzanine is almost complete. A welding and fabrication company will be undertaking the work to remove the steels from 11th to 13th December 15.

The Venues Manager also briefed that the HVAC system is fully installed, tested and working within the Carnegie. The system can be isolated by row, giving greater control over the system and how it is used.

720/15

DATE FOR VENUES, EVENTS & MARKETING MEETING

The Committee discussed the possible inaugural meeting of the Venues, Events and Marketing (VEM) Committee. After discussion, it was agreed that pending agreement of the new committee structure at the Special Full Council on the 8th December 15, the inaugural VEM Committee meeting should take place on Wednesday 16th December 15 at 2.00pm in the Carnegie. It was felt this was required at the earliest opportunity to ensure the officers are given delegated responsibility which it needed to ensure the Festival planning and organisation is not unnecessarily delayed. The only items on the agenda were suggested to be the election of the new Chair and Vice-Chair, background on the Guildhall and Markets and Marketing and Communications Committees and the delegation of powers to the officers.

721/15

ITEMS OF URGENT BUSINESS

The Deputy Town Clerk advised that a claim had been received relating to tyre damage sustained in the area behind the Carnegie and that this had been passed to the Town Council's insurers.

None.

Chairman.

ACTION POINT	BY WHOM	BY WHEN
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
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.
Write to Thetford Players to inform them of Committee's decision	Deputy Town Clerk	As soon as possible.
Finance Committee to consider recommendation regarding UK Power Networks	Finance Manager	17/12/2015
Contact BT regarding Wayleave	Deputy Town Clerk	31/12/2015
Inform Town Clerk of date of inaugural VEM Committee meeting	Deputy Town Clerk	07/12/2015