

MINUTES OF THE VENUES, EVENTS AND MARKETING
COMMITTEE HELD IN THE COUNCIL CHAMBER, KING'S HOUSE,
THETFORD, ON WEDNESDAY 16th JANUARY 2019 STARTING AT 1.00 a.m.

Present:

The Mayor, Councillor R F W Brame

Councillors:

S J Armes

B J Canham

J Hollis (Chair)

M.S Robinson (Vice Chair)

M P Brindle

C Harvey

F Robinson

S N H Wright

Officers in attendance:

David Brooks

Chris Crimmen

VEM Officer

Committee Secretary

MINUTES

- 594/18 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS
None.
- 595/18 APOLOGIES FOR ABSENCE
Apologies were received from Councillor C R P Burnett.
- 596/18 MINUTES
RESOLVED: The minutes of the Committee meeting held on 14th November 2018, received by Full Council 27th November 2018 as a true record and signed/initialled by the Committee Chairman.
- 597/18 ACTION POINTS
The Chairman reviewed the action points:
The digital totem pole will be discussed under agenda item 603/18.
- 598/18 HEALTH & SAFETY
The VEM Officer reported that the only item that needs to be completed is the boiler room door in the Dads Army Museum and this will be finished by the end of March 2019. A Councillor reported that the window hatch in the new reception area was low and could be a danger from visitors to the Council staff in the ground floor office. It was agreed to fit a shelf on the outside which would make this area safer.
- 599/18 VENUES WORKS SCHEDULE:
The VEM Officer reported that now all staff were housed under one roof he was holding a regular staff meeting at 9.00 am every Tuesday. This makes the reporting of any issues very quick and easy to solve.
- 600/18 GUILDHALL FEASIBILITY STUDY REPORT:
The VEM Officer had issued Councillors with a report on access and WC layout to Councillors (see Appendix A) and they discussed options for internal works to access and toilets. There followed a discussion on internal disabled access and Councillor C Harvey proposed and Councillor S Wright seconded:

RECOMMENDATION: That Thetford Town Council adopt Access Option 3.1 (pages 14 & 15) Cost £11,000 excluding VAT. The VEM Officer will request the architects add a handrail on the wall side.

The Councillors then discussed the layout of Toilets/Servery Area and it was agreed on Option 2 (see Appendix A) which was the only option that keeps the servery. Councillor S Armes proposed and Councillor M Robinson seconded:

RECOMMENDATION: That Thetford Town Council adopt Layout Option 2 (pages 19 & 23) Cost £67,100 excluding VAT.

601/18

VEM PRIORITIES – 2019/20:

The VEM Chairman asked Councillors to discuss and agree committee priorities. It was decided that the 3 priorities that the Committee must focus on are:

1. To develop new revenue streams that can improve the overall VEM income budget forecast 2019/20 by 3%.
2. To develop new strategic partnerships to enable a wider engagement within the Community producing at least two Community events with them.
3. To deliver a comprehensive marketing and communication plan whilst reducing regular costs.

602/18

EVENTS

The VEM Officer updated the Committee on forthcoming events:

- There is a Soul & Funk Night on 15th February 2019.
- VEM will offer some help on the reopening of the Charles Burrell Steam Museum on 21st April 2018.
- There will be some Thursday Night Quiz nights to raise charity funds.
- The Soap Box Challenge will take place on Sunday 26th May 2019 which is the Spring Bank Holiday weekend.
- The River Day will be on 20th July 2019.

603/18

DIGITAL MEDIA

The VEM Officer informed the Committee that a small group from VEM had visited a company who specialised in digital totem poles and screens which can help promote the Town Council and its services and events. After a discussion it was agreed to hold a Task & Finish meeting prior to the February Committee meeting to discuss and agree a recommendation on the way forward. This would include identifying locations, details of the content that would be displayed, ideas for generating income from this media, additional activities and full costings.

604/18

BUDGET REVIEW

There was no VEM Budget to discuss. The VEM Manager is working hard to improve the Bar and Market fees prior to the end of the Financial Year.

605/18

ITEMS OF URGENT BUSINESS

None.

606/18

COMMUNITY ENGAGEMENT

None.

ACTION POINT	BY WHOM	BY WHEN
To meet and discuss Digital Totem Poles for a full report to all committee members prior to the February meeting.	VEM Officer and Committee members	Prior to the February VEM Meeting

Chairman.