

MINUTES OF THE VENUES, EVENTS AND MARKETING
COMMITTEE HELD IN THE COUNCIL CHAMBER, KING'S HOUSE,
THETFORD, ON WEDNESDAY 13th MARCH 2019 STARTING AT 1.00 p.m.

Present:

The Mayor, Councillor R F W Brame

Councillors:

M P Brindle

D M Crawford

J Hollis (Chair)

M.S Robinson (Vice Chair)

B J Canham

C Harvey

F Robinson

Also in attendance:

Councillor M Taylor – non-voting councillor

Officers in attendance:

David Brooks

Paul Deal

Chris Crimmen

VEM Officer

Deputy VEM Officer

Committee Secretary

MINUTES

797/18

DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS

None.

798/18

APOLOGIES FOR ABSENCE

Apologies were received from Councillors S J Armes, R F W Brame, C R P Burnett and S N H Wright.

799/18

MINUTES

RESOLVED: The minutes of the Committee meeting held on 13th February 2019 received by Full Council on 26th February 2019, as a true record and signed/initialled by the Committee Chairman.

800/18

H&S UPDATE:

The VEM Officer reported he had ordered a sign for the electric cupboard and the boiler room door in the Dads Army museum will be completed in the next financial year's budget.

801/18

REVIEW OF TTC PRS/PPL CHARGES:

The Deputy VEM Officer had issued a paper on existing charges by Performing Rights Society and the proposed increases. After a discussion Councillor C Harvey proposed and Councillor D Crawford recommended:

RESOLVED: That Thetford Town Council change their Terms and Conditions relating to the charges made by the Performing Rights Society as follows:

- General purpose hires (Aerobics, keep fit and dance classes £2.00 per session.
- Live Popular events from 2% to 4.2% of box office receipts.

At this point the VEM Officer wished to thank Paul Deal, the Deputy VEM Officer, who is retiring for all the work he had done for the VEM Committee over the years, and in particular the very professional handover he had carried out with the new officer.

VEM ENVIRONMENTAL POLICY:

The VEM Officer reported on the items below which were discussed by the committee:

Lighting:

The Deputy VEM Officer had compiled an audit of all lighting that still has not been changed to LED and the VEM team will now start to assess costings and then seek committee approval for staged scheduled replacement.

Bar & Tea Room:

Some quick wins –

1. Replace plastic straws with paper
2. To commit to using bio-degradable packaging for take-out purchases.
3. To look at providing reusable mugs (sell the product) to allow

Waste Management:

The Council need to have a more focussed approach on recycling elements of our waste;

1. Glass – Bar bottles
2. Cardboard & paper

Utilities:

There are a number of areas the committee can look at in this category;

1. Solar Power

The larger scale projects will require sourcing professional advice and funding grants for Solar Power. The Carnegie roof space is large enough and unrestricted to maximise UV power which could power both buildings and some of the additional Christmas lighting in this area of the town.

2. Living Wall Cladding

We should also look at living walls, certainly on the Library facing wall, as this will achieve three positive outcomes;

- i. Cosmetic in making the bland walls more attractive
- ii. To improve sound retention from the main auditorium.
- iii. More directly appropriate to this item of discussion is heat retention therefore saving on heating costs.

It was agreed by the Committee that this work on the environmental policy should be ongoing and Thetford Town Council needs to adopt a cultural change going forward.

INCOME GENERATION TASK & FINISH GROUP:

There was an update by Task Group members:

1. Car Boot events - In the Market Square or other areas in the town. These could be inside or out using empty buildings in the town.
2. Live @ the Carnegie – a programme of internal events to fill gaps in hire schedule – risk to upfront costs (Entertainment etc.) however will generate potentially more than sum of hire value and in addition extra Bar income.
3. Conferencing – The Town Council have an excellent opportunity to seek to improve this area of the business. However we would need to partner with a preferred Caterer or provide the catering support in-house (that would need additional staff) and additional funding to further improve our kitchen to complete the hygienic wall cladding and additional equipment.
4. Wedding Ceremonies & Receptions:

In the light of the Registrar moving from Kings House Thetford Town Council should look at retaining it as a wedding venue and look at delivering complete packages – ceremony, photography/drinks reception, and wedding reception at the Carnegie/Guildhall.

The next meeting of the Task & Finish group will meet in the Carnegie on Friday 22nd March 2019 at 9.30 pm.

804/18 VENUES WORKS SCHEDULE:
Nothing to report.

805/18 EVENTS
The Soapbox Challenge on Sunday 26th May 2019 has now received sufficient team entries to definitely will happen and there is a few additional activities on the Market Place together with the team hubs. ZACK fm will provide the PA for the event so should engage with the public much more than in previous years. There are also Quiz Nights planned every 6 weeks with the first on Thursday 25th April 2019.

806/18 REVIEW THE BUDGET AND AGREE ANY CARRY FORWARDS:
The committee discussed the budget and the VEM Officer reported there are 11 bar events until the end of the financial year which will reduce the bar income deficit. The bar stock take recently amounted to £2,832. There were no underspends to carry forward.

807/18 COMMITTEE OFFICERS UPDATE
None.

808/18 COMMUNITY ENGAGEMENT
None.

Chairman.

ACTION POINT	BY WHOM	BY WHEN
To let the VEM Officer know ideas to increase the Market Attendance to be discussed at the April meeting.	VEM Officer and Committee members	Prior to the April VEM Meeting
To bring full details of the parking barrier at the Carnegie to the April meeting so a decision can be taken to complete the project early in the new financial year.	VEM Officer	The April VEM Meeting