



**LOCAL GOVERNMENT ACT 1972  
NOTICE OF A MEETING OF  
THETFORD TOWN COUNCIL VENUES AND  
COMMUNICATIONS COMMITTEE**

YOU ARE HEREBY SUMMONED TO ATTEND THE VENUES AND  
COMMUNICATIONS COMMITTEE MEETING OF THETFORD TOWN  
COUNCIL WHICH WILL BE HELD IN THE COUNCIL CHAMBER, KINGS HOUSE,  
THETFORD ON WEDNESDAY 13<sup>th</sup> OCTOBER 2021 STARTING AT 11.00 AM.

MEMBERS OF THE PUBLIC AND REPRESENTATIVES OF THE PRESS  
CAN ATTEND THE MEETING.

A RECORDING OF THE MEETING CAN ALSO BE VIEWED ON  
<https://bit.ly/ttceventsyoutube> USUALLY WITHIN 5 WORKING DAYS AFTER THE  
MEETING HAS BEEN HELD

Tina Cunnell BSc (Hons)  
Town Clerk  
7<sup>th</sup> October 2021

**AGENDA**

430/21	<b><u>DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS</u></b> To receive any declarations of interest.
431/21	<b><u>APOLOGIES FOR ABSENCE</u></b> To receive apologies.
432/21	<b><u>MINUTES</u></b> To confirm the minutes of the Committee's meeting held on 15 <sup>th</sup> September 2021 received by Full Council on 28 <sup>th</sup> September 2021 be confirmed as a true record and signed/initialled by the Committee Chairman. Decision Required: To agree the accuracy of minutes. Lead: Minute Secretary.
433/21	<b><u>MARKETING REPORT</u></b> To receive September 2021 marketing report. Decision Required: To note the marketing report. Lead: Venues & Media Officer.
434/21	<b><u>FINANCIAL UPDATE</u></b> To receive the Venues & Communication Financial Report for the six months ended 30 <sup>th</sup> September 2021. Decision Required: To note the financial report. Lead: VEM Manager.
435/21	<b><u>BUDGET PROPOSAL 2022/23</u></b> To receive and discuss the second draft proposal for Venues & Communications budget 2022/23. Decision Required: To discuss and recommend the Cemeteries budget 2022/23. Lead: VEM Manager

43621	<p><b><u>MARKET PLACE IMPROVEMENTS</u></b>  To receive a proposal from the Market Place Improvement working group  Decision Required: To agree a recommendation to full council for a schedule of actions and improvements for the Market Place.  Lead: Chair</p>
437/21	<p><b><u>REVIEW APPLICATION TO WAIVER VENUES HIRE FEE</u></b>  To receive applications to waiver the Venue Hire fees.  1. Wood Green Animal Shelter   2. Thetford Municipal &amp; United Charities  Decision Required: The committee to review and decide whether to grant or refuse the application received.  Lead: Chair</p>
438/21	<p><b><u>COMPLIMENTS &amp; COMPLAINTS</u></b>  To discuss and note any compliments &amp; complaints received.  Decision Required: The committee to receive update in actions taken.  Lead: VEM Manager</p>
439/21	<p><b><u>COMMUNITY ENGAGEMENT</u></b>  To discuss and agree any consultation or media release required.  Decision Required: To decide whether or not to issue a communique  Lead: VEM Manager.</p>
440/21	<p><b><u>COMMITTEE OFFICERS UPDATE</u></b>  To update any information since the agenda was released.  Decision Required: None  Lead: VEM Manager</p>