



## LOCAL GOVERNMENT ACT 1972

### NOTICE OF A MEETING OF THETFORD

#### TOWN COUNCIL VENUES EVENTS & MARKETING COMMITTEE

YOU ARE HEREBY SUMMONED to attend the Virtual VEM committee meeting of Thetford Town Council on Wednesday 14<sup>th</sup> April 2021, starting at 1pm.

AS THIS IS A VIRTUAL MEETING MEMBERS OF THE PUBLIC AND REPRESENTATIVES OF THE PRESS CAN JOIN THE MEETING – <https://bit.ly/ttceventsyoutube>

Tina Cunnell BSc (Hons)  
Town Clerk

7th April 2021

#### AGENDA

948/20	<b><u>DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS</u></b> To receive any declarations of interest.
949/20	<b><u>APOLOGIES FOR ABSENCE</u></b> To receive apologies.
950/20	<b><u>MINUTES</u></b> <b>RESOLVED:</b> The minutes of the Committee's meeting held on 10 <sup>th</sup> March 2021 received by Full Council on 30 <sup>th</sup> March 2021 be confirmed as a true record and signed/initialled by the Committee Chairman.  <b>Decision Required:</b> To agree the accuracy of minutes. <b>Lead:</b> Minute Secretary
951/20	<b><u>ACTIONS FROM PREVIOUS MEETING</u></b> <ul style="list-style-type: none"><li>To receive a report on the Global Key Dates Calendar.</li></ul> <b>Decision Required:</b> Key dates to be adopted. <b>Lead:</b> VEM Officer  <ul style="list-style-type: none"><li>To receive update on action point re: production of rotunda posters.</li></ul> <b>Decision Required:</b> None. <b>Lead:</b> VEM Officer
952/20	<b><u>MARKETING REPORT</u></b> To provide an update for April 2021.

	<p>Decision Required: None Lead: Venues &amp; Hospitality Coordinator</p>
953/20	<p><b><u>TO REVIEW COMMITTEE TERMS OF REFERENCE</u></b> To review current Committees Terms of Reference to reflect increased responsibilities of the change of Committee to Venues &amp; Communications committee.</p> <p>Decision Required: Resolution: To approve changes to Committee terms of reference. Lead: Chairman</p>
954/20	<p><b><u>GUILDHALL OPERATIONAL &amp; RE-OPENING PLAN</u></b> To receive update.</p> <p>Decision required: To receive plan presented. Lead: VEM Officer</p>
955/20	<p><b><u>MARKET PLACE IMPROVEMENTS</u></b> To receive update</p> <p>Decision required: None Lead: VEM Officer</p>
956/20	<p><b><u>VEM AGENDA FORWARD PLAN</u></b> Discuss and review.</p> <p>Decision Required: To approve updates to Agenda Forward Plan. Lead: Chairman</p>
957/20	<p><b><u>COMMUNITY ENGAGEMENT</u></b> To discuss and agree any consultation or media release required.</p> <p>Decision Required: To approve any agreed communications. Lead: Chairman</p>
958/20	<p><b><u>COMMITTEE OFFICERS UPDATE</u></b> To update any information since the agenda was released.</p> <p>Decision Required: None Lead: VEM Officer</p>

<b>ACTIONS FROM THE PREVIOUS MEETING</b>	
<b>Action</b>	<b>Person Responsible</b>
<p><b><u>COMMUNICATION OF KEY DATES IN THE GLOBAL CALENDAR</u></b> The VEM Officer would draft a report for the next meeting. To aid him with this and get a list of dates to be worked with councillors will send their choice of key dates to the Officer by the 26<sup>th</sup> March 2021.</p>	VEM Officer
<p>Produce and display generic promotional posters in the Town Centre Rotunda.</p>	VEM Officer