



THETFORD TOWN COUNCIL

TOWN CLERK: Tina Cunnell BSc (Hons)

Council Offices  
King's House  
Thetford  
IP24 2AP

Tel: 01842 754247

4<sup>th</sup> May 2017

**VENUES, EVENTS & MARKETING COMMITTEE**

A meeting of this Committee will take place in the Council Chamber, King's House, Thetford, on **Wednesday 10<sup>th</sup> May 2017 starting at 01.00 p.m.**

Yours faithfully

Town Clerk

**AGENDA**

- 12/17 **ELECTION OF COMMITTEE CHAIRMAN AND VICE CHAIRMAN FOR THE MAYORAL YEAR 2017/18**  
To receive nominations.
- 13/17 **DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS**  
To receive any additional interest not already registered.
- 14/17 **APOLOGIES FOR ABSENCE AND NEW MEMBERS**  
To receive.
- 15/17 **MINUTES**  
To confirm as the minutes of the committee meeting held on the 3<sup>rd</sup> May 2017, to be received by Full Council on the 30<sup>th</sup> May 2017, as a true record and be signed/initialled by the Chairman.
- 16/17 **ACTION POINTS**  
The Chairman to review action points.
- 17/17 **HEALTH & SAFETY**  
To receive an update from the VEM Manager.
- 18/17 **BUDGET REVIEW**  
2016/17 Year end accounts – update from VEM Manager.

- 19/17      VEM TERMS OF REFERENCE  
To adopt a final draft.
- 20/17      MEDIA POLICY  
To adopt final draft.
- 21/17      USE OF TWITTER  
Presentation from Events & Marketing Assistant.
- 22/17      VEM EVENTS MARKETING STRATEGY  
Presentation from VEM Manager.
- 23/17      SOAPBOX CHALLENGE EVENT REVIEW  
To receive an update from VEM Manager.
- 24/17      EQUIPMENT TO SUPPORT THETFORD TOWN COUNCIL EVENTS  
To discuss and agree the purchase of Event equipment including:
  - Pop Gazebos/marquee.
  - Silent generator.
- 25/17      ITEMS OF URGENT BUSINESS  
At the discretion of the Town Clerk to table urgent business for discussion or information only. Any item is to be on an urgent operational matter.
- 26/17      PRESS RELEASES  
To receive the Chairman's report for any press releases.