



THETFORD TOWN COUNCIL

TOWN CLERK: Maurice Howard

Council Offices  
King's House  
Thetford  
IP24 2AP

Tel: 01842 754247

7<sup>th</sup> October 2015

**MARKETING & COMMUNICATIONS COMMITTEE**

A meeting of this Committee will take place in the Council Chamber, King's House, Thetford, on **Wednesday 14<sup>th</sup> October 2015 2.00 p.m.**

Yours faithfully

Town Clerk

**AGENDA**

- 533/15      DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS  
To receive any additional interest not already registered.
- 534/15      MINUTES  
To confirm the minutes of the committee's meeting held on the 12<sup>th</sup> August 2015, received by Council on the 29<sup>th</sup> September 2015, to be confirmed as a true record and signed/initialled by the Chairman.
- 535/15      APOLOGIES FOR ABSENCE  
To receive.
- 536/15      ACTION POINTS  
The Chairman to review the last meetings action points.
- 537/15      BUDGET REVIEW  
To review last month's spend.
- 538/15      FOUR YEAR FINANCIAL STRATEGY
- To review and decide on any updates.
  - To note that the Events Budget remains with the Amenities Committee until a wider review of each of the Town Councils committees responsibilities and structures has taken place.

- 539/15      TOWN COUNCIL WEBSITE
- To receive an update from the PPP&C Officer.
  - To review the search facility on the website.
  - To review the layout for the Committee Members.
- 540/15      EVENTS AND EVENTS CALENDAR
- To receive an update on Thetford's Great Festival.
  - To receive an update on Heritage Open Day.
  - To discuss any updates to the event calendar.
  - To receive an update on Tour of Britain.
  - To discuss "Thetford The Heart of East Anglia".
- 541/15      LITTLE OUSE PROJECT  
To receive an update from the PPP&C Officer.
- 542/15      SOCIAL MEDIA/PRESS/PUBLICITY  
To discuss current requirements and coverage of events.
- 543/15      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.
- 544/15      PRESS RELEASES  
To receive the Chairman's report for any press releases.
- 545/15      START TIME FOR NEXT MEETING  
To confirm start time of 3.00 p.m. for the meeting 11<sup>th</sup> November 2015.