



**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 WHICH WILL BE HELD IN THE COUNCIL CHAMBER, KINGS HOUSE, ON WEDNESDAY 12th OCTOBER 2022 STARTING AT 1.00 PM**

**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

7th October 2022

**AGENDA**

<b>363/22</b>	<b><u>DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS</u></b> To receive any additional interest not already registered.
<b>364/22</b>	<b><u>APOLOGIES FOR ABSENCE</u></b> To receive.
<b>365/22</b>	<b><u>MINUTES</u></b> To confirm the minutes of the Venues and Communications Committee meeting held on 13th July 2022, which were received by Council on 26th July 2022 as a true record and be signed/initialled by the Committee Chairman.  Decision required: To agree the accuracy of minutes. Lead: Committee Clerk.
<b>366/22</b>	<b><u>FINANCIAL REPORT UPDATE</u></b> To receive and discuss the Venues & Communications Financial Report. To also receive pro-forma accounts for the 5 months ended 31 August 2022.  Decision required: To note the Financial Reports. Lead: Committee Officer.
<b>367/22</b>	<b><u>MARKETING REPORT</u></b> To receive August 2022 marketing report.  Decision required: To note the marketing report. Lead: Venues & Events Officer.
<b>368/22</b>	<b><u>COMMUNICATIONS</u></b> To review and recommend the updated Communications strategy. <ul style="list-style-type: none"> <li>• Media Policy</li> <li>• Community Engagement Policy</li> </ul> Decision required: To agree and approve agreed success measures.

	<p>Lead: Chair.</p>
369/22	<p><b><u>TO CONSIDER ANNUAL REVIEW OF MARKET TOLL</u></b>  To receive and make any changes to the market trader fees.</p> <ul style="list-style-type: none"> <li>• To consider new proposal for market tolls.</li> </ul> <p>Decision required: To agree the market toll fees for 2023/24.  Lead: Committee Officer.</p>
370/22	<p><b><u>TO CONSIDER ANNUAL REVIEW OF VENUE HIRE FEES</u></b>  To receive proposal and agree any changes to venue hire fees from April 2023.</p> <ul style="list-style-type: none"> <li>• To consider new proposal for venue hire fees.</li> </ul> <p>Decision required: To agree the venue hire fees for 2023/24.  Lead: Committee Officer.</p>
371/22	<p><b><u>COMMITTEE PRIORITIES FOR FINANCIAL YEAR 23/24</u></b>  To discuss and agree committee priorities and identify the appropriate funding.</p> <p>Decision required: To agree the committee priorities for 23/24 and to identify the appropriate funding.</p> <p>Lead: Chair.</p>
372/22	<p><b><u>ENVIRONMENT STRATEGY CONTRIBUTION</u></b>  Committee to consider and propose actions and projects to support the wider Council Environment Strategy.</p> <ul style="list-style-type: none"> <li>• Use biodegradable packaging for takeout purchases.</li> <li>• Provide reusable takeaway cups and glasses for sale/use in venues.</li> <li>• Review and improve recycling on glass, cardboard and paper.</li> <li>• Explore renewable energy options for Carnegie.</li> <li>• Drinking water trough – reinstate &amp; promote.</li> </ul> <p>Decision required: To agree actions and projects to support Environment Strategy Contribution.  Lead: Chair.</p>
373/22	<p><b><u>VENUES AND COMMUNICATIONS BUDGET 2023/24</u></b>  To receive draft proposed budget.</p> <p>Decision required: To note.  Lead: Committee Officer.</p>
374/22	<p><b><u>COMMUNITY ENGAGEMENT</u></b>  To discuss and agree any consultation or media release required.</p> <p>Decision required: To approve media release if required.  Lead: Chair.</p>
375/22	<p><b><u>COMMITTEE OFFICER'S UPDATE</u></b>  To receive any update from the Committee Officer since the issue of the agenda.</p> <p>Decision required: None.  Lead: Committee Officer.</p>