



## THETFORD TOWN COUNCIL

TOWN CLERK: Maurice Howard

Council Offices  
King's House  
Thetford  
IP24 2AP

Tel: 01842 754247

5<sup>th</sup> November 2015

### **MARKETING & COMMUNICATIONS COMMITTEE**

A meeting of this Committee will take place in the Council Chamber, King's House, Thetford, on **Wednesday 11<sup>th</sup> November 2015 starting at 3.00 p.m.**

Yours faithfully

Town Clerk

### **AGENDA**

- 623/15      DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS  
To receive any additional interest not already registered.
- 624/15      MINUTES  
To confirm the minutes of the committee's meeting held on the 14<sup>th</sup> October 2015, received by Council on the 27<sup>th</sup> October 2015, to be confirmed as a true record and signed/initialled by the Chairman.
- 625/15      APOLOGIES FOR ABSENCE  
To receive.
- 626/15      ACTION POINTS  
The Chairman to review the last meetings action points.
- 627/15      BUDGET REVIEW  
To review 2015/16 budget proposals with a view to determining additional savings measures and income opportunities to recommend to Finance.
- 628/15      EVENTS AND EVENTS CALENDAR
- To receive an update from Heart on Heritage Open Day.
  - To discuss any updates to the event calendar.
  - To discuss and decide to appoint Leaping Hare as the Festival Box Office and management of the Thetford's Great Website.
  - To discuss and agree to assign delegated powers to the PPP& C Officer for events once the budget has been set.
  - Christmas Lights advertising update.

629/15      LITTLE OUSE PROJECT  
To receive an update from the Chairman.

630/15      SOCIAL MEDIA/PRESS/PUBLICITY  
To discuss current requirements and coverage of events.

631/15      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.