



**LOCAL GOVERNMENT ACT 1972
NOTICE OF A MEETING OF
THETFORD TOWN COUNCIL VENUES AND
MARKETS COMMITTEE**

YOU ARE HEREBY SUMMONED TO ATTEND THE VENUES AND
MARKETS COMMITTEE MEETING OF THETFORD TOWN
COUNCIL WHICH WILL BE HELD IN THE COUNCIL CHAMBER, KINGS HOUSE,
THETFORD ON WEDNESDAY 20th MARCH 2024 STARTING AT 6.00 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

Alan Yorke

Alan Yorke
Acting Town Clerk
March 2024

AGENDA

774/23	<u>DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS</u> To receive any additional interest not already registered.
775/23	<u>APOLOGIES FOR ABSENCE</u> To receive.
776/23	<u>MINUTES</u> To confirm the minutes of the Venues & Markets Committee meeting held on 17th January 2024, which were received by Full Council on 30th January 2024, be confirmed as a true record and signed/initialled by the Chairman. Decision required: To agree the accuracy of the minutes. Lead: Committee Clerk.
777/23	<u>VENUES REPORT</u> To receive the Venues Report. Decision required: To note report. Lead: Committee Officer.
778/23	<u>COMMUNICATIONS REPORT</u> To receive and discuss the Communications Report. Decision required: To note the report.

	<p>Lead: Committee Officer.</p>
779/23	<p><u>THETFORD TOWN COUNCIL NEWSLETTER</u> To provide update on the upcoming newsletter (Summer/Autumn Issue).</p> <p>Decision required: To note the update. Leads: Chair and Committee Officer.</p>
780/23	<p><u>THETFORD TOWN COUNCIL WEBSITE</u> To receive and discuss an update on the new website.</p> <p>Decision required: To note the update and identify any additional actions required to support the new website. Leads: Chair and Committee Officer.</p>
781/23	<p><u>WEEKLY MARKETS</u> To receive and discuss an update.</p> <p>Decision required: To note the update and identify any additional actions required to support the administration of the weekly markets. Leads: Chair and Committee Officer.</p>
782/23	<p><u>FINANCIAL REPORT</u> To receive and discuss the Venues and Markets Financial Report for the 11 months ended 29 February 2024.</p> <p>Decision required: To note the Financial Report. Lead: Committee Officer.</p>
783/23	<p><u>HEALTH & SAFETY MATTERS</u> To update the Committee on any health & safety matters that have arisen since the last meeting.</p> <p>Decision required: To note the update. Leads: Chair and Committee Officer.</p>
784/23	<p><u>APPLICATION TO HIRE THE VENUE FREE OF CHARGE</u> To receive and discuss an application for hiring a venue free of charge.</p> <p>Decision required: To decide whether to approve the application. To set any conditions, if any, that may apply to the hire if approved. Leads: Chair and Committee Officer.</p>
785/23	<p><u>ACTION POINTS FROM PREVIOUS MEETINGS</u> To review the action points carried forward from previous meetings.</p> <p>Decision Required: To note the action points. Lead: Chair.</p>
786/23	<p><u>COMMUNITY ENGAGEMENT</u> To discuss and agree any consultation or media release required.</p>

	<p>Decision required: To approve any media release that is required and to specify in what format the media release should take (social media posts and/or press releases). Lead: Chair.</p>
787/23	<p><u>COMMITTEE OFFICERS UPDATE</u> To receive any update from the Committee Officer since the agenda for this meeting was issued.</p> <p>Decision required: To note the update. Lead: Committee Officer.</p>