



**Minutes of The Visitor and Information Services Committee held on
Tuesday 3 November 2020 at 5.15pm via the Zoom Platform**

- Present:** Cllrs: Gordon, Penhale, Hogan, Nancarrow, Gilbert and Nolan
In attendance: Cllr Heaton, VIC Manager
- 2011/01 Election of Chairman of the Committee**
Cllr Hogan proposed and Cllr Gordon seconded, that Cllr Gilbert be elected as Chairman of the committee. Cllr Gilbert was duly elected as Chairman
- 2011/02 Election of Vice Chairman of the Committee**
Cllr Gordon proposed and Cllr Hogan seconded, that Cllr Penhale be elected as Vice Chairman of the committee. Cllr Penhale was duly elected as Vice Chairman
- 2011/03 Apologies for Absence**
No apologies were received
- 2011/04 Declarations of Interest**
No declarations were made
- 2011/05 Public Representation Session**
No representations were made
- 2011/06 To confirm and sign the minutes of previous meetings**
The minutes of the meeting held on 3 March 2020 were agreed and will be signed as a correct record
- 2011/07 Financial Report**
 - It was noted that the budget for Financial Year 2020/2021 is running within forecast
 - The committee wishes to express its gratitude for the work undertaken by officers to ensure COVID-safe practices
- 2011/08 Budget Setting 2021/2022**
It was **noted** that there are no large additional anticipated spends forecast for 2021/22 and that existing budget parameters should be rolled over for the next Financial Year
- 2011/09 Report from VIC Manager**
 - The Manager clarified points in the report and answered questions
 - In response to 2003/05(i), it was noted that current budget predictions suggest a small underspend in staffing
- 2011/10 Saturday Markets**
It was **resolved** that officers should investigate the most effective way to deliver the monthly markets
- 2011/11 Funding Bids (i)**
The Visitor Information Centre Manager updated the committee on the progress of the Reopening High Streets Safely Fund (RHSSF) bid

2011/12	Funding Bids(ii) The Visitor Information Centre Manager updated the committee on the progress of the Community Infrastructure Levy (CIL) bid
2011/13	VIC Membership 2021 It was resolved that the terms and conditions for VIC membership 2021 should remain unchanged
2011/14	VIC Winter Opening Hours It was resolved that the VIC winter opening hours should remain unchanged
2011/15	Items to note and any urgent matters No items were raised
2011/16	Date of next meeting - The next meeting is scheduled for Tuesday 12 January 2021 at 5.15pm