



**CITY OF ELY COUNCIL
TOURISM AND TOWN CENTRE COMMITTEE**

**MINUTES OF MEETING HELD ON
TUESDAY 12th FEBRUARY 2019 AT SESSIONS HOUSE, LYNN ROAD, ELY**

PRESENT:

Cllr Richard Hobbs Cllr Dian Warman
Cllr Alison Arnold Cllr Peter Moakes
Cllr Christine Whelan Cllr Alison Whelan
Tracey Harding (Tourism, Town Centre and Events Manager)

1. Apologies for Absence

Cllr Mike Rouse and Cllr Lis Every

2. Declarations of Interest

None

3. Public Question Time

None

Feedback on Actions:

Mrs Harding has followed-up and sent a reminder to ECDC regarding the out of date notice boards.

4. Minutes of last Tourism and Town Centre Committee Meeting

The Job Description for the new role of City Centre Ranger as requested at the last meeting was circulated. It was suggested that the post needed to be subject to a DBS check and have a mobile for their own safety. It was agreed that Cllr Warman would assist Mrs Harding in the interviews or if not available, Cllr A Whelan.

All other actions/recommendations were dutifully carried out as instructed and there being no other updates, the minutes of the last meeting held on the 13th November 2018 were agreed and signed as a true record. Pages TTC 8, 9 and 10 refer.

5. Budget Update

Mrs Harding explained that she had no concerns with the budget although there were still some anomalies due to this being the first year under the City of Ely Council and these had already been addressed for the forthcoming financial year.

Cllr Arnold raised a question about the low income for Book a Bed and Mrs Harding explained that this was not unexpected, but that she would expect an increase as of next month as they were just rolling out a new on-line bookability system, where there was a potential to increase bookings. Therefore, the budget had remained in place for the forthcoming year.

Action/Recommendation by Committee: None

6. Update of Refurbishment of Oliver Cromwell's House

Mrs Harding explained that various maintenance works had been carried out in preparation for the closure of the attraction (W/B 25th Feb to 1st Mar inc), when the new displays and interpretation boards will be installed. All the artwork has now been signed off and a sample of the new visuals were passed around. The attraction already looks different, in particular the entrance way, which has been painted a different colour. If all goes to schedule the attraction will re-open on 2nd March. Mrs Harding stressed that during the five day closure the TIC, Gift Shop and Function Room would remain open for business as usual.

There will be an official opening on Tuesday 26th March with further details and invitations to follow. Mrs Harding explained that there will be an ongoing marketing and events campaign for the forthcoming season in order to raise awareness of the refurbishment and encourage increased admissions. This will include some 2 for 1 tickets and promotion of the Resident Ticket scheme. After some discussion it was decided that we should continue to consider a "resident" as anyone living within the East Cambs boundaries.

7. Health and Safety Issues

None reported.

8. Any Other Business

Cllr Hobbs asked for an update on staffing and Mrs Harding confirmed that the Marketing Support Assistant had now left the service. The position would not be immediately replaced until May and in the meantime, the position would be covered by the current team.

9. Date of Next Meetings

The next meeting was confirmed as Tuesday 9th April 2019 at 6.45 pm and thereafter it was decided to meet every other month on the second Tuesday of the month. Therefore, the remaining dates for 2019/20 will be:

Tuesday 11th June 2019, 6.45 pm

Tuesday 13th August 2019, 6.45 pm

Tuesday 8th October 2019, 6.45 pm

Tuesday 10th December 2019, 6.45 pm

Tuesday 11th February 2020, 6.45 pm