



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

**MINUTES OF A VIRTUAL MEETING HELD AT 7.00 pm
ON MONDAY, 15TH MARCH 2021**

PRESENT:

Cllr Dian Warman	Cllr Lis Every
Cllr Christine Whelan	Cllr Kevin Wilkins
Cllr Ian Lindsay	Cllr Chris Phillips
Cllr Sue Austen	

Mrs Anna Bennett (Tourism and Town Centre Manager)

1. Apologies for Absence

No apologies received directly however, Cllr Wilkins contacted Mrs Bennett and informed the Chairman when the meeting opened he would be leaving the meeting at 7.45 pm.

2. Declarations of Interest

There were no declarations of interest.

3. Public Question Time

There were no members of the public present, so there were no questions raised.

4. Minutes of last Tourism and Town Centre Committee Meeting and Matters arising

The minutes of the last meeting, held on the 1st February 2021 were approved and signed as a true record. Pages T&TC 42, 43 and 44 refer. Cllr Warman mentioned that meeting dates need to be arranged with regards to the Friends of Oliver Cromwell's House, as we approach re-opening the business. Dates will be confirmed at next meeting scheduled for the 26th April at 7pm. It was agreed who would be involved from Tourism and Town Centre Committee, Mrs Bennett would send out some dates to discuss.

5. To Receive an Update on the Service and the Town Centre (see report from T&TC Manager)

Mrs Bennett gave a full update with regards to the service and planning which has been taking place whilst the business has been closed. Easter Guided Tours would be available to run over the Easter weekend as the Rule of 6 applies to outside only. Two tours running every day from Good Friday through to Easter Monday will be available.

New tours are underway for launch on the 17th May and Walks with a Difference revived for the summer holidays. Mrs Bennett plans to run weekly tours with group number extending to full capacity from the 21st June.

Mrs Bennett explained there has been great collaboration between other attractions regarding Heritage, Arts and Culture and much is being achieved from this, with the end-goal to be able to provide our Visitors with a full day of 'things to do' in Ely after the 17th May.

An update was given on the HLF Audio Tours and progress made. All outline draft would be shared after the meeting with the interested parties to digest and comment if necessary. Scripts are now being written ready for first approval. Production is scheduled for mid April with uploading and launch ready for re-opening on the 17th May. Casing was also being sourced and original artefacts from the Cromwell Museum on loan to OCH ready for re-opening day.

Mrs Bennett advised Ely's escape room is now open for bookings and has received some great social media interest. Bookings resume from the 22nd May, throughout the summer season.

Dates were discussed for potential events for summer 2021. Two dates were agreed, but all depending on Government Guidelines, to be finalised at next meeting.

6. Update on Budget

The budget update to the 28th February 2021 was noted. No comments were made as the budget remained the same.

7. Personnel Health and Safety Matters

Matters arising were discussed and recorded. It was agreed to recommend to the next Full Council meeting the approval of the part-time Business Liaison Assistant becoming a permanent contract. The Marketing Assistant is to return from furlough, part time from the 16th March to re-launch the social media and begin contacting local town centre businesses to participate in re-launching walks with a difference and supporting marketing. Stocktaking starts on the 29th March, with staff returning from furlough to carry this out and report as required.

There were no Health and Safety Matters arising aside of the Lone Worker policy which has been applied to OCH.

8. AOB

There was nothing to discuss.

9. Date of next meeting

Date of the next meeting was agreed to take place virtually on the 26th April at 7pm.

The meeting closed at 7.56 pm.

Due to enforced social distancing caused by the Coronavirus, this meeting took place by video communication, accessed by the Zoom meetings facility