

Town Clerk | Swaffham Town Council

From: Booth, Susan - MUSEUMS <susan.booth4@norfolk.gov.uk>
Sent: 02 August 2019 14:49
To: Town Clerk | Swaffham Town Council
Subject: RE: Council chamber booking 10 Oct

Dear Richard

Thank you for your quick and helpful response. I wonder if I could make a change to my request?

Unfortunately, my colleague at SHARE would like to finalise arrangements for October 10 as soon as possible and so wishes to change the venue. However, we are still keen to hold a training event at Swaffham and would like to ask if the Council would agree in principle to a free room booking, perhaps even annually? The training is open to all museum staff and volunteers in six counties so could bring a number of first time visitors to Swaffham.

This also means I would like to cancel the provisional booking we made for 10 October (and possibly also the 3 October since there were originally two suggested dates).

Many thanks
 Su

From: Town Clerk | Swaffham Town Council <townclerk@swaffhamtowncouncil.gov.uk>
Sent: 24 July 2019 14:03
To: Booth, Susan - MUSEUMS <susan.booth4@norfolk.gov.uk>
Subject: RE: Council chamber booking 10 Oct

Dear Su,

I acknowledge receipt of your request, unfortunately this has come in between Council meetings and the next meeting is not until 14th August. I can confirm that your request will be on the agenda and I will get back to you shortly after the meeting.

Best regards,

Richard Bishop
Town Clerk



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From: Booth, Susan - MUSEUMS <susan.booth4@norfolk.gov.uk>
Sent: 24 July 2019 12:40

To: Town Clerk | Swaffham Town Council <townclerk@swaffhamtowncouncil.gov.uk>

Subject: Council chamber booking 10 Oct

Dear Mr Bishop

I am helping SHARE Museums East and Heritage Network Norfolk to organise a training event on Forward Planning.

Veronica from Swaffham Heritage has provisionally booked the Council Chamber for us on 3rd Oct and possibly 10th Oct. We offer around seventy free training and networking events a year to all Accredited museums, like Swaffham, in the eastern region. Museums generally offer us free room bookings as a reciprocal agreement.

I would really like to hold the training at Swaffham but realise that the Chamber is not part of the museum. So I wonder if it would be possible for me to book the Chamber free of charge on 10th October?

Many thanks

Su

Su Booth

Norfolk Museums Development Officer

Working days: Wednesday - Friday

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Norfolk Museums Service

Cromer Museum, East Cottages, Tucker Street, Cromer, NR27 9HB

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