

**Agenda for the Public Relations and Markets Committee Meeting to be held  
on Tuesday 14<sup>th</sup> November 2017 in The Cell, The Old Court House, Bridge Street at 7.30pm**

**1. Apologies:**

To receive and accept apologies for absence:

**Present:**

**In Attendance:**

Eileen A Coe (Town Clerk/RFO)

**2. Declarations of Interest:**

**3. Public Comment:**

**4. Minutes of previous meeting:**

To approve the minutes of the previous meeting as an accurate record

**5. Soap Box Race 2018:**

**6. Scarecrow Festival:**

Cllr Hopkins

**7. Firework Spectacular:**

- De-brief
- Income and Expenditure report
- Donations to Framlingham Scout & Guide Group and First Deben Scouts
- The future of Fireworks and Soap Box Race events:

**8. Markets:**

➤ **Tuesday Market:**

➤ **Saturday Market:**

➤ **Market pitch applications:**

**Germain Trevor- Massey** – 15ft pitch selling Silk, linen and Italian clothing, designer and vintage style leather bags, scarves, costume jewellery, hats and gloves.

**Sylvia Warry (NOGH) No One Goes Hungry** – 10ft pitch selling free from and vegan cakes, snacks and treats

➤ **Annual review of Markets Risk Assessments**

➤ **Electrics:**

**9. Website:**

- Uploading Town Council documents – secure server refresh and update –mailchimp - meeting with Website Manager

**10. Town Council Office Matters:**

- Annual review of Town Council Office Risk Assessment
- Annual review of Third Party events on Market Hill Risk Assessment

**11. Communications:**

- Town Guide

**12. Framlingham Signs:**

Clarification of estimate from Suffolk County Council

**13. Cardboard and Paper recycling bins:**

Response from SCN

**14. Framlingham Business Association:**

Completed Event Management Plan and Risk Assessment for the Framlingham Christmas Market to be held on Sunday 26<sup>th</sup> November.

**15. Correspondence received since the last meeting:**

- **Suffolk Coastal Norse**

Quotation for street cleaning services 1 hour per day six days per week to include litter picking on Fens and Pageant Field from 1<sup>st</sup> April 2018 – 31<sup>st</sup> October 2018 @ £1740.35

➤ **Suffolk Coastal Norse**

Quotation for watering 10 flower tubs and the War Memorial garden from 1<sup>st</sup> June - - 30<sup>th</sup> September 2018 @ £2,300

➤ **Late Night Shopping Event**

Completed Event Management Plan/Risk Assessment/Insurance for the Late Night Shopping Event to be held on Friday 1<sup>st</sup> December.

➤ **Item 33/11 East Anglian Air Ambulance**

Information on EAAA 'Only the Brave' event to be held on Sunday 25<sup>th</sup> March 2018.

➤ **Item 34**

➤ Request to bring the BBC bus (Mobile Santa's Grotto) to the Market Hill one morning week beginning 18<sup>th</sup> December.

**16. 2017/18 Action Plan:**

- Updates
- Detailed and fully costed CIL funding nominations for IPC

**17. Litter and recycling bins:**

Response from SCN

**18. Matters of report or items for next agenda:**

**19. Next meeting:**

Tuesday 12<sup>th</sup> December 2017 at 7.30pm