

**Draft Minutes of the Public Relations and Markets Committee Meeting held
on Tuesday 12th September 2017 at 10 Riverside at 7.30pm**

1. Apologies:

None, all present.

Present:

Cllr S Bennell, Cllr L Clouting, Cllr S Hopkins, Cllr G Kitching (Chair) and Cllr B Roberts

In Attendance:

Mrs Eileen A Coe (Town Clerk/RFO)

2. Declarations of Interest:

Cllr Clouting and Cllr Bennell declared an interest in item 13 (Library)

3. Public Comment:

None.

4. Minutes of previous meeting:

Cllr Bennell proposed the minutes of the meeting held on Tuesday 11th July (circulated in draft form prior to the meeting) were approved as an accurate record, which was seconded by Cllr Hopkins, and with two abstentions due to absence all were in favour.

Cllr Bennell then signed the minutes.

5. Firework Spectacular:

There was some discussion on the arrangements and it was noted that in order to continue with this very popular annual event more help was needed both with advance organising and also stewarding etc on the day. It was agreed to consider how to raise awareness of both the Firework Spectacular and Soap Box Race events at the next meeting in October. A poster would be drafted and an article produced for Framfare. Without additional help these events would not continue in the future.

Requests for pitches for catering were considered and agreed.

The quotation from Synergy Audio for PA services at £172.80 was approved.

The quotation from St John Ambulance for First Aid cover at £198.72 was approved.

The cost for 2 x disabled toilets at £240.00 was approved.

It was noted that the Temporary Event Notice for the sale of alcohol had been received.

Posters and flyers were approved

The cost for beer from Earl Soham Brewery was approved.

It was noted that a response was awaited from the Explorer Scouts with regard to stewarding, which would be considered at the next meeting. It was agreed to contact the Framlingham Residents Association to see if any members were available to help and also The Deben Scouts and Framlingham Rotary Club.

It was agreed to circulate the Stewards List to Councillors.

Final arrangements would be considered at the next meeting.

6. Markets:

➤ **Tuesday Market:**

No business.

➤ **Saturday Market:**

No business.

➤ **Electricity Supply:**

➤ Quarterly Electrical Inspection and Report:

It was noted that the Quarterly Inspection of the Market Hill sockets had been carried out and all was found to be satisfactory

➤ Upgrade of the electrical system on Market Hill:

Cllr Kitching provided an update and noted that the work was expected to be carried out in October.

➤ **The following Market Pitch Applications were considered:**

Darron Crane – 10ft pitch selling ladies fashions - Approved

Doodle Donuts – request to add cakes to current licence - Approved

➤ **Annual Review of Market Regulations and Charges**

It was agreed not to make any amendments to the charges. There was one addition to the Regulations which had been recommended during the Internal Audit. It was agreed to recommend approval to Full Council on 5th October.

7. Website:

It was noted that there had been some errors on the website relating to dates and time of meetings etc which had now been rectified. It was agreed to request that the Website Manager provided advance warning of future holidays, so that arrangements could be made to update the website in advance, or in the case of an emergency.

8. Town Council Office Matters:

- 'Family' image, type-face and letterhead:

Following discussion it was agreed to defer this item for consideration in the future.

- Christmas card competition:

It was agreed for Cllr Clouting and the Town Clerk to proceed with this item and report back to the next meeting where costs would be considered.

- Fram bags:

It was noted that stocks were low and it was agreed for the Town Clerk to investigate costs for a further supply, which would be considered at the next meeting.

- Town Trail:

It was noted that stocks were low and it was agreed for the Town Clerk to obtain a cost for re-printing 2000 copies, which would be considered at the next meeting.

9. Framlingham Business Association:

Cllr Kitching and Cllr Clouting would attend the AGM on 18th September and report back to the next meeting.

The Town Clerk reported that PCSO Hassler had investigated options and various locations for potential town centre CCTV, which had received a very positive response. Following discussion it was agreed to arrange a meeting with PCSO Hassler and the FBA Chairman to consider the matter further, and report back to the next meeting.

The Event Management Plan and Risk Assessment for the Sausage Festival were approved.

10. Framlingham Signs:

The committee considered the costs for design and replacement of the Framlingham signs from the Design Engineer at Suffolk County Council. It was agreed that 5 signs were needed and the Town Clerk would obtain a revised quotation, which would be considered at the next meeting with a view to making a recommendation to Full Council for approval.

11. Correspondence:

- Email with concerns relating to parking for Framlingham Castle 'Special Events' weekends. Noted and English Heritage informed.
- 7/9 Copy of letter sent to Suffolk Coastal Norse regarding the increased usage of the bottle bank in Fore Street car park and problems with noise. It was agreed for the Town Clerk to write to SCN supporting the resident's concerns.
- 9/9 Suffolk Coastal District Council
Anti-Social Behaviour, Crime and Policing Act 2014 Public Space Protection Orders – Dog controls in the Suffolk Coastal District Consultation - deadline 22nd September. Noted.

12. Allotment Competition 2017:

It was noted that the results had been published in the Monthly Newsletter and Cllr Kitching would present the prizes at the Horticultural Autumn Show on 16th September at 11.15am.

13. 2017/2018 Action Plan:

- Detailed and fully costed CIL funding nominations for IPC:

Cllr Clouting reported on the progress to date for a proposal to install a stair lift in the Library building to enable access to the Old Courthouse upstairs. This would be considered further next year.

14. Budget 2018 2019:

The final Income and Expenditure for the Soap Box Race was noted. It was agreed to recommend approval to Full Council to transfer £943.91 to the Entertainment Reserve Account for future event use. The Town Clerk noted that both DCllr Hudson (£500) and CCllr Burroughs (£376.80) had financially supported the event and letters of thanks had been sent. She also reported that there was one sponsorship invoice of £50 outstanding despite numerous reminders, which was noted.

The Town Clerk/RFO provided a copy of the 2018/2019 Budget papers for each Councillor. It was agreed for Cllr Kitching and the Town Clerk/RFO to meet to discuss the figures which would be considered further at the next meeting.

15. Matters of report or items for next agenda:

Cllr Kitching and Cllr Hopkins reported that they would be supporting County Councillor Stephen Burroughes aim (in his year of office as Chairman of Suffolk County Council to raise money specifically for Suffolk's children and young people by supporting 'Inspire Suffolk') with a sponsored 46 mile in a day walk between Felixstowe Ferry and Lowestoft Pier on 23rd September.

The Town Clerk reported that she had voluntarily tidied the 11 flower tubs and War Memorial garden as usual, but several plants had died due to sporadic watering by volunteers and some plants had been removed! More volunteers were needed to help look after the tubs and water them. It was noted that there was a lack of volunteers generally in the town to take on this sort of task and there had been no planting at all this summer under the Lime trees on the Market Hill. It was noted that other towns such as Woodbridge, Felixstowe and Saxmundham pay Suffolk Coastal Norse to plant and water their hanging baskets and tubs. It was noted that Suffolk County Council had advised that the lamp posts in the town were not strong enough to hold hanging baskets like other towns. It was agreed to consider costs for planting and watering from SCN as an agenda item at the next meeting.

16. Next meeting:

Tuesday 10th October 2017 at 7.30pm

Meeting closed at 20.47pm.