

**Draft Minutes of the Public Relations and Markets Committee Meeting held
on Tuesday 11th April 2017 at 10 Riverside at 7.30pm**

1. Apologies:

Apologies were received and accepted from Cllr B Roberts

Present:

Cllr S Bennell, Cllr L Clouting, Cllr S Hopkins Cllr E Jones and Cllr G Kitching (Chair)

In Attendance:

Mrs Eileen A Coe (Town Clerk/RFO) and Mrs Amanda Scott (Office Assistant)

2. Declarations of Interest:

None.

3. Public Comment:

None.

4. Minutes of previous meeting:

Cllr Kitching proposed the minutes of the meeting held on Tuesday 14th March (circulated in draft form prior to the meeting) were approved as an accurate record, which was seconded by Cllr Bennell, and with two abstentions due to absence, all were in favour.

The Chairman then signed the minutes.

5. Soapbox Race:

Date: Sunday 21st May 2017

Final arrangements were discussed and agreed.

Cllr Hopkins and Cllr Jones provided an update on sponsorship and it was agreed for the Town Clerk to contact the District and County Councillors for funding.

The Town Clerk would provide an income and expenditure report for the next meeting.

6. Firework Spectacular:

Date: Saturday 4th November 2017

The Agreement from Kimbolton Fireworks Ltd for the next Firework Spectacular was approved.

Framlingham Library would sell advance Firework tickets.

7. Markets:

➤ **Tuesday Market:**

No business.

➤ **Saturday Market:**

No business.

➤ **Electricity Supply:**

Cllr Kitching noted that three quotations received from Electrical Contractors had been circulated prior to the meeting. The quotations were carefully considered and it was agreed to decline those from Hudsons Ltd and Pearce & Kemp.

The Town Clerk was requested to arrange a meeting with R W Curle to discuss their quotation in more detail, Cllr Kitching and Cllr Hopkins would attend and report back to the next meeting.

The Town Clerk reported that she had contacted SCDC regarding the Economic Development Grant Fund and had been advised that funding was still available, but it had been decided that there should be an application process but this was not yet available.

The Town Clerk reported that she was still waiting for the quotation for repairs as recommended on the last quarterly inspection report from Hudson's Ltd

➤ **The following Market Pitch Application was considered:**

Maria Wilson

Application for a casual pitch on Saturday and Tuesday Markets selling various handmade gifts. Approved.

➤ **Love Your Local Market (LYLM) Fortnight – 17th -31st May**

The Town Clerk reported that arrangements were in progress.

8. Website:

No business.

9. Town Council Office Matters:

Flower Tubs:

It was agreed to increase sponsorship for each tub to £30.

The Town Clerk reported that she had requested businesses/property owners to water the tubs outside their premises, all but one had agreed. It was agreed to re-locate one of the tubs in Well Close Square and the Town Clerk had obtained a licence for the new position from Suffolk County Council.

10. Framlingham Calendar 2018:

The Committee selected the front cover and 12 photographs from those submitted for the new calendar.

The Town Clerk reported that sponsored advertisers for the calendar were being sought.

The quotation of £413 from Leiston Press for the printing of 200 Framlingham Calendars was considered.

10111417 It was agreed to recommend approval to Full Council to accept the quotation from Leiston Press of £413 for the printing of 200 Framlingham Calendars

11. Framlingham Business Association:

The Town Clerk reported that she had attended the last meeting held on 29th March. She reported that the Bike Race had been cancelled, the Christmas Tree Lighting would be held on 18th November, and a Christmas Market was proposed for 26th November. The FBA would be participating in Heritage Open Days on 9th September. It was noted that the FBA has now appointed a paid Event Organiser for FBA events.

There had also been a discussion at the meeting regarding the suggestion of CCTV in the town, which had been quite negative. However, further discussion would take place with the FBA and Police at the meeting arranged at the end of April.

12. Framlingham Signs:

There was some discussion on the proposals to replace the Framlingham signs with new ones incorporating the town crest and 'Fairtrade Town' and the Town Clerk provided information from Leiston Town Council on the process and cost of their new signs. This matter would be discussed further at the next meeting and once the details were agreed the Town Clerk would contact SCC highways for a cost to produce and install.

Cllr Bennell and Cllr Kitching provided suggestions for a 'family image' plus alternative fonts for all Town Council publications/correspondence. It was agreed to develop the ideas further and report back to the next meeting.

13. Correspondence received since the last meeting:

Adnams Community Trust 2/05

Report and Accounts 2015-2016. Noted.

Suffolk Association of Local Councils 4/05

Acknowledgement of Quality Award application. Noted.

Jenny Stockman –

Invitation to the Great Framlingham Sausage Festival Launch 2017 to be held on 9th May 6 – 7pm

Cllr E Jones agreed to attend representing the Town Council.

14. 2016/2017 Action Plan:

- Updates – Cllr Kitching would update Action Plan for consideration at the next meeting.
- Detailed and fully costed CIL funding nominations for IPC:

Electricity supply – to be finalised at the next meeting

Framlingham signs – to be finalised at the next meeting

15. Matters of report or items for next agenda:

Communication with the Public: Items for newsletters:

Soap Box Race – with the designated website address

Matters of Report:

None

Next Agenda:

Leaflet holder – Cllr Clouting

Consultation Event – Cllr Kitching

16. Next meeting:

Tuesday 9th May 2017 at 7.30pm

Meeting closed at 8.45pm.