

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

1. Apologies:

Apologies were received and accepted from Cllr Kitching, Cllr Clouting and Cllr E Jones

Present:

Cllr S Bennell (Chair), Cllr S Hopkins and Cllr B Roberts

In Attendance:

Mrs Eileen A Coe (Town Clerk/RFO)

2. Declarations of Interest:

None.

3. Public Comment:

None.

4. Minutes of previous meeting:

Cllr Bennell proposed the minutes of the meeting held on Tuesday 13th June (circulated in draft form prior to the meeting) were approved as an accurate record, which was seconded by Cllr Hopkins, with all in favour. The Chairman then signed the minutes.

5. Firework Spectacular:

Costs from Leiston Press were considered for advertising banners and boards. The purchase of 7 large boards (yellow with black text), 2 large and 1 small banner was agreed subject to approval by Cllr Kitching with a recommendation for approval of the total cost to Full Council.

The cost for advance ticket printing at £44 by Leiston press (same as last year) was approved. It was agreed that the entry cost should remain the same as in previous years.

The Town Clerk reported that she had requested a quotation from St John Ambulance for first aid cover and from Premier Toilet Hire for two disabled portable toilets, as well as Synergy Audio for PA services, which would be considered at the next meeting.

It was agreed to recommend approval to Full Council for expenditure up to £400 on glo-products.

It was agreed to order 1 keg of Beer plus 8 demi-pins on a sale or return basis.

It was agreed to purchase 100 bottles of Mulled wine on a sale or return basis.

Catering outlets including vegetarian options were agreed and the Town Clerk would contact all to confirm attendance and pitch fees which would be the same as last year.

Advance tickets would be on sale in the Town Council Office and Library until close of business on Friday 3rd November.

It was agreed for the Town Clerk to contact the Framlingham Scouts to see if they could provide 15 people to help with the event along with stewarding etc and the cost would be confirmed for approval at the next meeting.

All other arrangements would be discussed further at the next meeting.

6. Markets:

➤ **Tuesday Market:**

No business.

➤ **Saturday Market:**

No business.

➤ **Electricity Supply:**

The Town Clerk reported that R W Curle had advised that the work would take 10 days and she had contacted them to see if the work could be carried out without closing the market, and it had been confirmed that it would be possible to fence or barrier off one power outlet at a time, keeping the second one fenced off ready to move onto and get one unit re-instated with type 1. If the work was carried out in this manner the only time access would be required to all outlets would be at the end of the job to re-instate the tarmac. This would enable some traders to stay open, but may mean realistically working from Wednesday to Friday over a two week period to complete the work. A meeting had been requested to agree and firm up for Method Statement and Risk Assessment.

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

➤ **Gemma Oakes (Doodle donuts)**

Application for a 6ft casual pitch on the Saturday Market selling donuts. Approved.

7. Website:

No business.

12/9/17
S Bennell

8. Town Council Office Matters:

- 'Family' image, type-face and letterhead – deferred to next meeting
- Bus Shelter Notice Board repair - ongoing
- Cost for repainting the shields from Ashwell Signs (£135 Coucy and £175 Town)

It was agreed to remove the faded Coucy shield to storage and relocate Town shield which does not require repainting at the moment and erect a new flag pole for the Town flag at a cost of £29.99.

9. Framlingham Business Association:

It was noted that the next meeting would be held on 17th July.

Town centre CCTV:

The Town Clerk reported that PCSO Hassler was still investigating options and various locations.

10. Framlingham Signs:

(To consider further detail on replacement signs incorporating the town crest and 'Fairtrade Town')

The Town Clerk was investigating costs and designs for replacement Framlingham signs with the Design Engineer at Suffolk County Council, which should be available for consideration at the next meeting.

11. Correspondence:

SSAFA The Armed Forces Charity 4/08

Letter of thanks for Armed Forces Day. Noted

Suffolk Coastal District Council 5/08

Information on the Tour of Britain – Friday 8th September. Noted.

12. Allotment Competition 2017:

Cllr Bennell reported that the judging would be carried out on 13th July and the Town Clerk would notify the winners in time for the presentation 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:

None.

14. Matters of report or items for next agenda:

The Town Clerk reported that £500 had been received from Cllr Hudson's budget towards the Soap Box Race, a response from Cllr Burroughes was still awaited and there was one sponsorship invoice (£50) outstanding.

Annual review of Market Regulations and Charges – next agenda

Budget 2018/2019 – next agenda

Councillor Vacancy – next agenda

15. Next meeting:

NO MEETING IN AUGUST

Tuesday 12th September 2017 at 7.30pm

Meeting closed at 8.12pm.

12/9/17
A.A. Bennell