

**Minutes of the Public Relations and Markets Committee Meeting held
on Tuesday 11th October 2016 at 10 Riverside at 7.30pm**
The Chairman noted that the meeting was being recorded

1. Apologies:

None, all present.

Present:

Cllr J Ashley-Smith, Cllr S Bennell, Cllr L Clouting, Cllr S Hopkins, Cllr G Kitching (Chair), Cllr B Roberts and Cllr J Tanner

In Attendance:

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

2. Declarations of Interest:

Cllr Bennell declared a personal interest in item 10. Town Trail leaflet and item 13 Christmas Tree Festival. Cllr Hopkins declared a personal interest in item 10. Redesign and reprint of Town Trail leaflet by DRAB Ltd. Both signed the Interest Book.

3. Public Comment:

None.

4. Minutes of previous meeting:

Cllr Kitching proposed the minutes of the meeting held on Tuesday 13th September (circulated in draft form prior to the meeting) were approved as an accurate record, and with one agreed amendment, were seconded by Cllr Roberts, with all in favour. The Chairman then signed the minutes.

5. Firework Spectacular 2016:

The Town Clerk reported on the final arrangements for the event which were discussed and approved. The Town Clerk produced a Site Plan which was discussed and approved.

6. Markets:

➤ **Tuesday Market:**

No business.

➤ **Saturday Market:**

No business.

➤ **Electricity Supply:**

The Report of the quarterly inspection carried out on 5th July by Hudsons Electrical Ltd was noted.

Cllr Kitching reported on the advice received from Geoff Corston and the Market Supervisor regarding the electricity sockets on the Market Hill.

It was noted that there are currently 5 market traders using the electricity supply and while there had been no incidents to date, the system would benefit from an upgrade as there was regular minor damage to the socket covers due to the inaccessibility of the system. Several options had been explored but none of which were ideally suited to the Market Hill.

Following further discussion Cllr Kitching proposed that three local electrical contractors be approached with a basic specification and map of the requirements for an electricity supply on the Market Hill, which was agreed. Cllr Kitching agreed to produce a document for the Town Clerk to send to electrical contractors, and the responses would be considered at the next meeting.

SCDC Economic Development and Regeneration Business Plan for funding for above project (plus water supply) - deferred until costs for the above are known.

➤ **Annual Review of Market Charges:**

The Town Clerk provided information on market charges from other market providers which was read and considered in detail.

61111016 Cllr Kitching proposed that the current charges remain unchanged until the next annual which was seconded by Cllr Hopkins, with all in favour.

➤ **To consider the following Market Pitch Applications and any others received prior to the meeting:**

Genevieve Christie 20/10

Email requesting permission for 'street drawing' with chalk on the pavement/road around the market as part of the Big Draw on Saturday 29th October.

62111016 Cllr Kitching proposed to approve the request which was seconded by Cllr Ashley-Smith, with all in favour.

➤ **Armed Forces Day Event 2017:**

The Town Clerk reported that she had approached a local brass band and was awaiting information on cost. She had also approach Help for Heroes who would be delighted to attend. She would provide further information for consideration at the next meeting.

7. Website:

Cllr Kitching reported that he and Cllr Hopkins, Cllr Clouting and Cllr Garrett had met to discuss and review the website contract tender document and this would now be circulated to Cllr Bennell and the Town Clerk for comment, prior to another meeting to finalise the content before recommending to Full Council for approval.

8. Town Council Office Matters:

The Town Clerk reported that the gas boiler had broken down, and the engineer had been called to fix it. The Town Clerk reported that following a report from the Post Office work on the roof had been undertaken by the Landlord.

9. Framlingham Business Association:

Cllr Ashley-Smith advised that he had attended the last meeting and gave a verbal report on activities to date. A poster had been produced by the Office Assistant (Jane Parlone) as requested to promote shopping in the town for the festive season and advertise the Castleton Brass Band, who would be performing on the Market Hill on Saturday 10th & Saturday 17th December. A copy of the poster would be presented to the FBA in order to initiate a joint press release to promote shopping in Framlingham for the festive season.

10. Communications:

The quotation from Drab Ltd to re-design and print the Town Trail leaflet was considered in some detail. The Town Clerk/RFO provided information on availability of funds from the current budget and also Ear Marked Reserves (profit from the sale of Fram Bags and Calendars)

101111016 Cllr Kitching proposed to recommend approval to Full Council to accept the quotation from Drab Ltd to redesign and print a new Town Trail leaflet which was seconded by Cllr Hopkins with 3 in favour, 3 against and one abstention. The proposal was not carried.

There followed some further discussion on a common theme for all Town Council publications and it was agreed that in-line with the Town Councils Financial Regulations the Town Council should strive to obtain 3 estimates. Cllr Bennell noted that the copyright should be retained by the Town Council and this had been overlooked in error when producing the current Town Guide, of which there was 800 still left in stock, so the production of a new version would need to be delayed until 2018.

As the stocks of the Town Trail had been exhausted it was agreed that in the interim period to reprint the existing leaflet and the quotation from Leiston Press was considered. There was also some discussion on the numbers of leaflets required and the availability of space to store them.

Cllr Bennell agreed to update one or two of the photos prior to printing.

102111016 Cllr Kitching proposed to recommend approval to Full Council to accept the quotation of £357.00 to re-print (including minor amendments) 2,000 copies of the Town Trail from Leiston Press, which was seconded by Cllr Tanner, with all in favour.

103111016 Cllr Kitching proposed to lead a review of all Town Council publications to contextualise all Town Council communications, as part of the Action Plan during the next year, which was seconded by Cllr Hopkins, with all in favour.

The Town Clerk was requested to reply to Drab Ltd -to explain the decision.

Infrastructure Planning Priorities Survey:

Cllr Kitching reported that over 200 surveys had been returned to date. The results of the survey would be collated after the closing date of 20th October, and would be considered at the next meeting.

11. Bus:

Clive Suter 29/10

Email thanking the Town Clerk for the bus service information and noting that the internet is usually a barrier to providing everyone with information that they are entitled to so was pleased to see that the Town Council is looking into ways to help passengers who do not have internet to access the timetables. Noted.

12. Correspondence received since the last meeting:

Elske Jenkins-Snieder 2/11

Request for use of Market Hill, electricity and equipment for an event to 'bless' the Christmas tree on Sunday November 27th.

The Town Clerk reported that she had provided information and advice on the organisation of events including details of how to apply for a road closure, event insurance and a copy of the Event Management Plan.

121111016 Cllr Kitching proposed to approve the request for the use of the Market Hill, electricity and Town Council owned equipment for an event to 'bless' the Christmas tree on Sunday 27th November, which was seconded by Cllr Roberts, with all in favour.

Ken Musgrave 5/11

Email thanking the Town Council for the newsletter which is varied, interesting and informative. Noted.

Framlingham Business Association 14/11

Letter regarding cost for the small Christmas trees and increase in charge to £20 per tree for FBA members as the only grant received this year was from Framlingham Town Council. Response required by 17th October.

It was agreed to pay £20 for a tree for the Town Council Office.

Suffolk Association of Local Councils 8/11

Information and application forms for Website of the Year 2016 and Newsletter of the Year 2016.

122111016 Cllr Kitching proposed to nominate Framfare for Newsletter of the Year and to enter Website of the Year Competition, which was seconded by Cllr Tanner, with all in favour.

13. Christmas Tree Festival:

Annual Christmas Tree Festival Saturday 3rd December – Theme Christmas Carols

131111016 Cllr Kitching proposed that the Town Council takes part and decorates a tree for the Annual Christmas Tree Festival, which was seconded by Hopkins with all in favour. The Town Clerk agreed to make the arrangements. Cllr Bennell advised that as the Town Council had made a grant of £250 towards the event, there would be no charge for the Town Council tree.

14. 2016/2017 Action Plan:

Cllr Kitching had completed the updates which were considered and agreed.

15. Budget 2017/18:

Budget requirements for the next financial year were discussed and agreed.

It was agreed to budget £300 for the Armed Forces Day event.

A quotation from Suffolk Coastal Norse was considered for extra street cleaning and litter picking including the Pageant Field and Fens from 1st April 2017 – 31st October 2017, 1 hour per day 6 days per week @ £1,956.61

151111016 Cllr Kitching proposed to recommend approval to Full Council to accept the quotation of £1,956.61 for extra street cleaning and litter picking including the Pageant Field and Fens from 1st April 2017 – 31st October 2017 from Suffolk Coastal Norse, with all in favour.

152111016 Cllr Kitching proposed to budget £2000 for the Gravity Go Cart event 2017, which was seconded by Cllr Ashley-Smith, with all in favour.

16. Communication with the Public:

Items for newsletters:

Gravity Go Cart Event planned for 2017

Christmas Shopping in Framlingham 10th and 17th December

17. Councillor contribution:

Cllr Ashley-Smith suggested that the Town Council should consider ways to recognise a Councillors contribution when a resignation was received.

171111016 Cllr Ashley-Smith proposed a Certificate of Recognition was produced to recognise Councillors contribution upon resignation which was agreed. The Town Clerk was requested to take this forward.

18. Matters of report or items for next agenda:

Agenda items for next meeting:

- Annual review of Risk Assessments:

Tuesday Market – Cllr Kitching

Saturday Market – Cllr Kitching

Third Party Events- Cllr Kitching

- To report on Consultation Event held on Saturday 29th October
- Review of contract for Market Supervisor

19. Next meeting:

Tuesday 8th November 2016 at 7.30pm

Meeting closed at 9.15 pm.

