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**Minutes of the Public Relations and Markets Committee Meeting held on Tuesday 8<sup>th</sup> November 2016 at 10 Riverside at 7.30pm**

**1. Apologies:**

Apologies for absence were received and accepted from Cllr J Ashley-Smith and Cllr J Tanner

**Present:**

Cllr S Bennell, Cllr L Clouting, Cllr S Hopkins, Cllr E Jones, Cllr G Kitching (Chair), and Cllr B Roberts  
The Chairman welcomed Cllr Elizabeth Jones to her first PR&Markets Committee Meeting.

**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 11<sup>th</sup> October (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 2016:**

**Debrief:**

Cllr Kitching thanked the Town Clerk, her team and all the volunteers for their hard work organising and running the event. The committee agreed that the event was a great success.

Suggested ideas for next year:

- More young people were needed to volunteer to help
- Recruit parents from the Primary School
- Large Litter Bin
- Vegetarian option for food
- Castleton Brass Band

Cllr Kitching commented that he would meet with the Town Clerk, to agree a formal contingency plan in case of unforeseen circumstances which meant that the event needed to be cancelled and re-arranged.

**Smokey Jones Catering** – Sent a letter confirming they had a successful night providing food for the Fireworks and would be glad to be involved next year and with any other event during the year.

**Mr & Mrs Jenkins** – Sent a letter regarding parking issues near the Pageant Field asking for a road closure for Haynings Mill. The road closure would not be possible but a board could be provided for them to put up a sign saying ‘Private Road’.

**Finance:**

The Town Clerk/RFO gave a breakdown of income and expenditure for the Event and once all invoices had been received a final document would be produced for the committee to consider.

**5181116** Cllr Kitching proposed a donation was given to the Scouts of £180 as a thank you for all their hard work at the Firework Spectacular, all were in favour.

The Town Clerk was requested to book Kimbolton Fireworks for Saturday 4<sup>th</sup> November 2017 and complete their feedback form.

**6. Markets:**

➤ **Tuesday Market:**

Cllr Kitching reported on the annual review of Risk Assessment of the Tuesday Market. Completed and agreed.

➤ **Saturday Market:**

Cllr Kitching reported on the annual review of Risk Assessment of the Saturday Market. Completed and agreed.

Cllr Kitching reported on the annual review of Risk Assessment of Third Party Events. Completed and agreed.

➤ **Electricity Supply:**

Cllr Kitching reported that the Town Council were still awaiting a reply from three local electrical contractors who had been approached with a basic specification and map of the requirements for an electricity supply on the Market Hill. This was deferred to the next meeting.

It was noted that the Report of the quarterly inspection had been carried out by Hudsons Electrical Ltd and there were no new issues identified.

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

**Hall Farm Butchers** – Application for a Saturday market pitch to sell Hog Roast and hot dogs. They would not require the first Saturday of the month as Friends Farm had the pitch that day. Agreed.

➤ **Review of Market Supervisors duties:**

The Town Clerk reported on the Market Supervisors current duties. It was agreed that cable covers should be used by market traders to cover wiring and this would be added to the Market Regulations. The Market Supervisor would need to enforce this and it was agreed to add this to his duties.

**8. 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 along with comments from Cllr Bennell and the Town Clerk.

He thanked Cllr Garrett for all his hard work on the new website specification.

8181116 Cllr Kitching proposed to recommend the new website specification and contract along with costs for advertising for approval to Full Council which was seconded by Cllr Hopkins, with all in favour.

**9. Town Council Office Matters:**

➤ **Review of cleaning duties:**

The Town Clerk advised that she was very happy with the cleaning of the Town Council Offices and no changes were required.

➤ **Bus Shelter Notice Board:**

It was noted that the Noticeboard locks were still faulty and Cllr Kitching agreed to assist Cllr Hopkins with the repair on Friday at 2pm.

**10. Framlingham Business Association:**

No business.

**11. Communications:**

➤ **Infrastructure Planning Priorities Survey:**

Cllr Kitching reported that 300 surveys had been returned by the closing date of 20<sup>th</sup> October.

The top priorities were Traffic flow, Parking, Footway & pavements followed by Community Hall and Employment opportunities.

➤ **Review of all Town Council Publications:**

Cllr Kitching requested that the Town Clerk collates all the existing Town Council leaflets in order for him to commence the review of all publications.

➤ **Councillor Contribution:**

A sample Certificate of Recognition was produced by the Office Assistant (Jane Parlone) and it was agreed that this would be used upon resignation of Councillors. Cllr Kitching commented that it should be framed. The Town Clerk would take this forward.

**12. Bus:**

No business.

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

**Elske Jenkins 18/11**

Email advising that due to lack of time it has been decided not to go ahead with the planned event on 27<sup>th</sup> November (Correspondence item 2/11). However, the Framlingham Community Church would like to be involved in any plans that the FBA has for next year. Noted.

**Bill Bulstrode**

Email advising that some shops in Framlingham would be having a late night opening on Friday 2<sup>nd</sup> December. He also requested access to the Christmas Tree on the Market Hill. The Town Clerk was requested to reply that the Town Council had no objection in principle, but would be grateful for more details of his plans.

**14. 2016/2017 Action Plan:**

Cllr Kitching reported on the Consultation Event held on Saturday 29<sup>th</sup> October. He felt it was not as successful as the previous event, but this may have been due to the position on the Market Hill or the fact that this event clashed with other events in Framlingham on that day. He suggested that a consultation event should be run twice a year (prior to Firework Spectacular and Annual Parish Meeting) to maximise its full potential. Dates were to be agreed and booked for next year in a more prominent position on the Market Hill.

**15. Communication with the Public:**

**Items for newsletters:**

Results of the survey

Fireworks

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Meet your Councillor Events – Twice a year  
Website advert

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

The Town Clerk reported that she had completed planting up the 11 flower tubs in the town and war memorial with winter bedding and bulbs, on a volunteer basis.

Cllr Kitching reported that at the recent FBA meeting it had been agreed to clear the geraniums and plant the bulbs in the roundels. Help was requested and Cllr Elizabeth Jones volunteered.

**17. Next meeting:**

Tuesday 13<sup>th</sup> December 2016 at 7.30pm

Meeting closed at 8.30 pm.

*Q 13/2*