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**Minutes of the Public Relations and Markets Committee Meeting held on Tuesday 13<sup>th</sup> December 2016 at 10 Riverside at 7.30pm**

**1. Apologies:**

Apologies for absence were received and accepted from Cllr E Jones

**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:**

None.

**3. Public Comment:**

None.

**4. Minutes of previous meeting:**

Cllr Kitching proposed the minutes of the meeting held on Tuesday 8<sup>th</sup> November (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. The Chairman then signed the minutes.

**5. Firework Spectacular 2016:**

**Finance:**

The Town Clerk/RFO provided hard copies of the final breakdown of income and expenditure for the event for consideration. It was noted that a pop up tent had been purchased at £193.26 and donations of £180.00 each had been given to the Scouts and Framlingham Rotary Club. Cllr Kitching thanked the Town Clerk for all her hard work. There followed some discussion on the allocation of profits.

**51131216** Cllr Kitching proposed that in future years the profit from the Firework Spectacular Event would be split between Pageant Field Enhancement and Town Events, which was seconded by Cllr Roberts, with five in favour, one against and one abstention.

**52131216** Cllr Kitching proposed to transfer £1191.28 (final profit figure) to the Entertainments Reserve Account, which was seconded by Cllr Ashley-Smith, with all in favour.

**6. Markets:**

➤ **Tuesday Market:**

No business.

➤ **Saturday Market:**

No business.

➤ **Electricity Supply:**

Cllr Kitching reported that two responses had been received to date relating to the upgrading of the electricity supply on the Market Hill. Once the final tender had been received the Town Clerk would circulate the information prior to the next meeting.

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

**Silver Lining Estate Planning Ltd – 14/01**

Application for a 9ft casual pitch on the Saturday Market promoting professional services. Approved.

➤ **Market Regulations:**

**61131216** Cllr Kitching proposed that the new wording "Cable covers MUST be used at all times." is added to the Market Regulations, which was seconded by Cllr Ashley-Smith, with all in favour.

**7. Armed Forces Day Event 2017:**

The Town Clerk reported on the proposals and costs for the Armed Forces Day Event to be held on Saturday 24<sup>th</sup> June 2017.

The Town Clerk was requested to contact the Castleton Band regarding their proposal to play two sessions at the Event at a cost of £200. It was felt that a full band would be required.

**8. Website:**

It was noted that [www.framlingham.com](http://www.framlingham.com) has been awarded SALC website of the year 2016 and judge's feedback was:

*"The Framlingham site positively fizzes with information and is kept well updated. Although the Town Council does not feature heavily in the news items, the Council is fully integrated in the site and there is a great deal of information, including key documents, embedded in the site."*

  
10/17

A certificate and cheque for £100 was presented to Cllr Tanner and the Town Clerk at SALC on 23<sup>rd</sup> November.

It was agreed for the Committee to meet at 6pm on 10<sup>th</sup> January prior to the next meeting to consider the tenders for the Website Contract.

**9. Town Council Office Matters:**

No business.

**10. Framlingham Business Association:**

Cllr Kitching reported that Sausage Fest was moving to a Sunday next year.  
CCTV was discussed following the recent spate of criminal damage in the town.  
The next meeting was scheduled for 23<sup>rd</sup> January 2017.

**11. Communications:**

No business.

**12. Bus:**

No business.

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

**EDF Energy 12/12**

Sizewell C Stage 2 Public Consultation. Information on Public Exhibition at Hacheston Village Hall on Friday 16<sup>th</sup> December 3-8pm. Noted.

**Norfolk & Suffolk Community Rehabilitation Company Ltd 17/12**

Letter regarding projects within the town that Community Payback groups may be able to assist with.  
Noted. This letter would be referred to the Lands Committee. There was some discussion as to possible projects such as internal decorating. The Town Clerk was requested to send a copy of the letter to English Heritage as Framlingham Castle may require help with a litter pick.

**Suffolk Association of Local Councils 21/12**

Newsletter of the Year 2016 Competition results.  
Winner: Ufford Punch. Noted.

**Post Office 11/01**

Letter re modernisation of Framlingham Post Office.  
The Post Office would be closed for refurbishment from 30<sup>th</sup> December 2016 – 17<sup>th</sup> January 2017.  
The Post Office would then re-open as a new main style branch.

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

Cllr Kitching reported that he would be looking at a new corporate style for all communications produced by Framlingham Town Council and noted that the current town crest used on the letter head etc was a good start.  
Cllrs Hopkins, Ashley-Smith and Clouting requested to be involved with this project.

**15. Communication with the Public:**

**Items for newsletters:**

Profits from Fireworks  
Armed Forces Day

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

Policing/CCTV – item for next agenda  
Bill Bulstrode had approached the Town Clerk to discuss Christmas arrangements for 2017. He was arranging a meeting in January and Cllr Tanner, Cllr Clouting and the Town Clerk agreed to attend.  
Annual Parish Meeting Speaker – item for next agenda  
Go Cart Event – item for next agenda

**17. Next meeting:**

Tuesday 10<sup>th</sup> January 2017 at 7.30pm  
Meeting closed at 8.30 pm.