

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

1. Apologies:

None, all present.

Present:

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

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 13th December (circulated in draft form prior to the meeting) were approved as an accurate record, which was seconded by Cllr Hopkins, and with one abstention due to absence, all were in favour. The Chairman then signed the minutes.

5. Gravity Go Cart Race:

Date: Sunday 21st May 2017

Arrangements:

There was some discussion on the arrangements for the event and it was agreed for the Town Clerk to apply for the road closure from Suffolk County Council (£50) and obtain quotations for traffic management, insurance, first aid, street cleaning and PA to be considered at the next meeting.

It was noted that the budget was set at £2,000 and it was expected that the event would breakeven.

Sponsorship and advertising was discussed and the Town Clerk would draft a letter to include a missive from Cllr Hopkins (Lead Organiser).

The Town Clerk provided a cost and option for the hire of barriers but it was agreed that straw bales would be more beneficial and the orange fencing could be used to stop people sitting on them.

The Town Clerk would produce an information document for the next meeting

6. Markets:

➤ **Tuesday Market:**

No business.

➤ **Saturday Market:**

The Town Clerk reported that despite several reminders the electrical socket had still not been repaired by Hudsons Electrical, but the work was expected to be completed this week along with the quarterly inspection.

➤ **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. The final tender would shortly be submitted (which had been delayed due to the Christmas break) All tenders would be considered at the next meeting.

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

None.

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 24th June 2017.

The Town Clerk advised that she had contacted the Castleton Band regarding their proposal to play two sessions at the Event at a cost of £200 and it was confirmed that there were normally 16 – 25 members.

It was agreed to confirm the booking.

The Town Clerk reported that Churches Together had requested to be involved and she had invited them to say a prayer prior to the flag erection at 10am.

8. Website:

Tenders for the Website Contract 2017 – 2022 had been considered by the Committee at 6pm (prior to this meeting).

The Town Clerk had sent out six specifications following the advert in the EADT and Jobs24 etc and four tenders had been received. Interviews would take place shortly and a recommendation would be considered at Full Council on 5th February.

9. Town Council Office Matters:

Display Boards:

It suggested that the Friends of Framlingham Library take over the management and receive the income from the hire, with the Town Council retaining ownership and insuring the boards which was unanimously agreed.

10. Framlingham Business Association:

Cllr Kitching reported that the next meeting will be held on 23rd January. Cllr Clouting and the Town Clerk would also attend.

11. Annual Parish Meeting:

Date: Thursday 27th April 2017

It was agreed for the Town Clerk to invite the suggested Guest Speaker and report back to the next meeting. Homemade cakes would be provided by committee members.

12. Policing/CCTV:

It was noted that Sgt Mark Beresford would be attending an informal meeting with the Town Council to discuss policing issues in the town and the suggestion of CCTV.

13. Communications:

No business.

12. Bus:

No business.

15. Correspondence received since the last meeting:

LCPAS 3/02

Great British Spring Clean – 3rd – 5th March 2017. Noted.

Suffolk Coastal District Council 4/02

Beach Hut Consultation – deadline 17th February. Noted.

16. 2016/2017 Action Plan:

No action required.

17. Communication with the Public:

Items for newsletters:

None.

18. Matters of report or items for next agenda:

None.

19. Next meeting:

Tuesday 14th February 2017 at 7.30pm

Meeting closed at 8.15pm.

