

**Draft Minutes of the Public Relations and Markets Committee Meeting held
on Tuesday 14th March 2017 at 10 Riverside at 7.30pm**

1. Apologies:

Apologies were received and accepted from Cllr L Clouting, Cllr E Jones and Cllr B Roberts

Present:

Cllr S Bennell, Cllr S Hopkins and Cllr G Kitching (Chair)

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 14th February (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. Soapbox Race:

Date: Sunday 21st May 2017

Arrangements:

Raffle – Cllr E Jones had taken responsibility for the Raffle and prizes.

Stewards/Marshalls – It was noted that 15 named stewards were required for insurance purposes and these were noted by the Town Clerk. Cllr Hopkins would be Event Leader with Cllr Kitching Lead Safety Officer.

Cllr Hopkins reported that he had spoken to Steve Lovett, (1st Deben Scouts), who had confirmed the Scouts would help with marshalling.

Cllr Hopkins reported that 3 plastic barriers had been lent free of charge to put behind the straw bales on the Market Hill.

Sponsorship – Cllr Hopkins reported that sponsorship had been received from Clarke & Simpson and that he had been offered use of a 4m x 4m spider tent, free of charge, from Ingenious Inflatables. The Town Clerk reported that the Library had offered £25 sponsorship and a raffle prize.

Event Management Plan – approved.

The Town Clerk reported that Bill Bulstrode would supply 8 hand-held flags free of charge as his contribution to the event.

The Town Clerk reported that the collecting bucket licence had been received but prescribed certificates of authority and badges were required, which was in hand.

Cllr Hopkins reported that the new website, specifically set up for the Soapbox Race, was now active, and sponsorship to appear on the website was being marketed.

Catering – It was hoped that all the food outlets in the town would open and sponsor the event. Therefore, no outside catering would be required.

Straw Bales – Cllr Hopkins reported that 300 bales would be required, which were available at £1.50 per bale, total cost £450. A written quotation would be provided.

5114317 Cllr Hopkins proposed to recommend approval to Full Council to accept the quotation of £450 for 300 straw bales for the Soapbox Race, with all in favour.

6. Markets:

➤ **Tuesday Market:**

No business.

➤ **Saturday Market:**

No business.

➤ **Electricity Supply:**

Cllr Kitching reported that 3 quotations had now been received from Electrical Contractors. It was agreed to circulate the information to members prior to the next meeting and also to the Market Supervisor for his comments. The Town Clerk was requested to contact SCDC to find out the status of the Economic Development grant fund.

➤ **The following Market Pitch Applications were considered:**

Barry Aldous 4/04

Application for a 10ft pitch with electricity on the Saturday and Tuesday Market with free range and locally produced butchery products. The Town Clerk advised that Friends Farm would be returning as a regular on the Saturday Market from April. Therefore, it was agreed to offer a pitch on the Tuesday Market only and add this application to the waiting list for the Saturday Market.

Lee Cecil – The Pickled Jam Company 5/04

Application for a 10ft pitch on the Saturday Market selling home-made chutneys, pickles and preserves plus cakes. Approved.

Carl France

Application for a casual 10ft pitch on the Saturday Market selling affordable antiques, artwork and curios, but only attending in dry weather. Refused as there are already several regular traders on the market selling these items.

➤ **Love Your Local Market (LYLM) Fortnight – 17th -31st May**

Cllr Kitching reported that he had agreed for the Town Clerk to respond to Suffolk Coastal District Council's offer of support for the above. The Town Clerk reported that she had been successful in her application for LYLM bunting and bags to promote the fortnight. Therefore on Saturday 20th and 27th May the LYLM flag would be flown on the Market Hill flag pole, the LYLM banner erected in the co-op car park entrance and bunting erected in the market area. She suggested that the LYLM bags could be given away and a raffle held for a bag full of goodies provided by the Market traders and it was agreed for the Town Clerk and Office Assistant (Jane Parlone) to proceed with the plans.

7. Website:

The Town Clerk reported that she had contacted current advertisers on the website for sponsorship renewal from 1st April and had also secured a new sponsor, which was noted.

8. Town Council Office Matters:

None.

9. Framlingham Calendar 2018:

The Town Clerk provided photographs submitted by members of the public for the Framlingham Calendar 2018, which were considered. It was noted that a number of photographs of the Castle had been received, but other views of the town were needed. The Town Clerk would add a request for more photographs to the next Newsletter and EADT. The final 12 plus the front cover would be considered at the next meeting

10. Framlingham Business Association:

The next meeting would be held on 29th March, which Cllr Kitching would be unable to attend. The Town Clerk agreed to attend, and Cllr Clouting would also be asked to attend if she was available.

Cllr Kitching reported that he and the Town Clerk had met with Sgt Beresford, PCSO Hassler and Jenny Stockman (FBA Interim Chairman), regarding a CCTV proposal for the town centre. Discussions were at a preliminary stage but all participants were keen to progress this matter.

11. Annual Parish Meeting/Annual Newsletter:

Date: Thursday 27th April 2017 in the St John Westbury Centre at 7.30pm.

The format was discussed and agreed.

It was noted that work was progressing on the Annual Newsletter which would be sent to the printers by the deadline of 24th March. Cllr Kitching agreed to check the proof when available. The Newsletter would be delivered to all households in the town prior to the Annual Parish Meeting.

12. Correspondence received since the last meeting:

None.

13. 2016/2017 Action Plan:

Cllr Kitching confirmed the Action Plan had been publicised on the website.

Cllr Kitching advised that he would be working on the new 'family' image for the Town Council using the colours of the Town Council crest and suggested a new typeface which could be used on all correspondence/leaflets etc, plus an update of the current letterhead. He requested help from Cllr Bennell as she had expertise in this area, and would report on the options at the next meeting.

14. Matters of report or items for next agenda:

Communication with the Public: Items for newsletters:

Soapbox Race

Annual Parish Meeting

Love your local Market Fortnight

Matters of Report:

The Town Clerk reported that the Commonwealth flag had been kindly erected on the Market Hill flag pole by Bill Bulstrode on 13th March.

Cllr Bennell reported that Cllr Clouting had suggested that a joint Official Celebration between the Library and the Town Council be held on a Saturday in April or May with tea and cake, which was agreed. The Town Clerk would liaise with the Library Manager for suggested dates and format.

Next Agenda:

- Cllr Kitching requested an agenda item for the next meeting to consider new Framlingham signs on the approach roads into town, replacing 'Twinned with Coucy-Le-Chateau' to 'Fairtrade Town'. The Town Clerk noted that Leiston had new signs which include 'Fairtrade Town' and she would contact the Leiston Town Clerk for helpful information in time for the next meeting.

16. Next meeting:

Tuesday 11th April 2017 at 7.30pm

Meeting closed at 8.30 pm.