

**DRAFT Minutes of the
COMMUNICATION EVENTS & PARTNERSHIP COMMITTEE held at 7:00pm on the 13th July
2021 in the Town Council Meeting Room**

1. APOLOGIES

Apologies were received and accepted from Cllr Carter

2. PRESENT:

Cllrs S Garrett, M Hine (Chair) and J Jones

3. IN ATTENDANCE:

Mr. James Overbury (Deputy Clerk) and one member of the public

4. DECLARATIONS OF INTEREST

None.

5. MINUTES OF PREVIOUS MEETING HELD ON 8TH JUNE

CEP 21-07-13 1 Cllr Hine proposed that the minutes of the previous meeting be accepted as a true and accurate record, which was seconded by Cllr Garret with all in favour.

6. PUBLIC COMMENT

A member of the public asked if the papers associated with the meeting sent as attachments to Committee members could be made available to the public via the website. Cllr Hine explained that was not possible with the current website but was planned for the new website and would hopefully be available from April 2022 when it went live.

7. CORRESPONDENCE

7.1 Email from Mills Charity re lack of Broadband in Police Houses. (attached)

The DTC explained that he had contacted Open Reach in an attempt to help and shared the correspondence with the Mills Charity.

8 COMMUNICATION

8.1 Police Matters

Various reports regarding Police matters had been received and circulated. The Town Clerk will be drafting a monthly report which would be published on the Website.

It was agreed to ask the Town Clerk to repeat the request for a Councillor to join her in future meetings with the Police.

It was noted a special meeting with the Police was been arranged for August.

8.2 Current Website - Ongoing Management & Updates

8.2.1 Consider adding reports to the current website

It was agreed to add the reports from ESC, SCC, Monthly Police Reports, CPA grants report and Planning reports to the reports section of the website if there were sufficient funds available in the Website managers contracted hours.

Similarly, the Pavilion Hire information and information about Clubs and Groups were to be added to the Events section.

8.2.2 Discuss problems uploading docs to website

There were no issues this month.

8.3 Communication Plan / Admin

8.3.1 Welcome Pack Folder

The folder had been printed and Cllr Hine showed a sample to the Committee. There was a discussion regarding the content and distribution of the pack and it was agreed Cllr Hine draft a covering sheet and ask the Library for current leaflets and information about clubs and societies in the town.

8.4 Calendar 2023

Cllr Hine reported that the plan had been widely publicised on the website and social media. It was hoped that this would generate submissions of photographs. It was agreed to place the posters on the notice boards, and to send the PR material to local businesses and schools.

8.5 Social media - Instagram / Facebook / Next-door

Cllr Hine reported that she was continuing posting regularly on Facebook and Nextdoor. This included putting the TC newsletter on the Framlingham Community page for the first time.

8.6 Whole town distribution of printed matter

The DTC reported that he had contacted Royal Mail and had learned the cost for them to distribute letter to the whole town. These were as follows:

Delivery to every House (2360) in IP13 9 area	£148.66
Delivery to every house and business (2562)	£161.38

It was noted that the amount was less than expected and the DTC would enquire about weight and size limits.

It was agreed to factor into the next budget setting process sums to achieve whole town distribution of information.

8.7 Dedicated Framlingham.com email for Chair of CEP

CEP 21-07-13 2 Cllr Hine proposed to spend £90 from ERM 334 (PR Promotion) to provide a dedicated emails address 'communications@framlingham.com' which was seconded by Cllr Jones with all in favour.

8.8 TC printed news in Framfare

Some minor adjustments were agreed to the layout and overall content of the proposed design.

8.9 News Items - to be considered for next month

Cllr Hine read out a number of suggested news items for the next publication which were agreed.

9. PROJECTS

9.1 CCTV

The DTC reported that the Listed Building Consent had been accepted by ESC and the deadline for the decision was September 3rd. Permission from SCC to mount the units on their lampposts had been sent to them and a response was awaited. It was anticipated that this would incur expenditure this financial year and would be reported as such in the CIL report.

9.2 New Website

The Questions for 2Commune at the Zoom meeting to be held the following day were agreed, and the list of work to do & schedule was agreed.

Additional working group meetings were proposed for:

Wednesday 28th July 2:00pm

Tuesday 10th August

Tuesday 24th August

It was noted that 2Commune were expected to request payment in advance for the first year to be made before any work would commence by them. As the Committee felt that work needed to begin as soon as possible, and that the expenditure had already been approved by Full Council, it was anticipated requesting from Full Council for the fee to be paid within the September payments. This was expected to be confirmed following the meeting with 2Commune the following day.

9.3 WIFI in Town Centre

It was noted that ESC had agreed to fund the project for a further four years. The two themes they would concentrate on would be:

Communications

Access to the town centre

It was noted that the Development and Strategic Planning Committee would lead on the People and Places programme and seek the most equitable way to spend the £10k grant attached to it.

9.4 New Framlingham Crest Flag

The DTC showed an example of the flags purchases.

9.5 New Noticeboard

The DTC reported that the LBC had been submitted and shared with the Committee the latest design of the new notice board.

9.6 Bus Stop Notice Board

The DTC reported that the hinges on the Bust Stop Notice board were corroded and likely to fail. It was agreed to investigate the ownership of the shelter and display cabinets and a cost for replacement display units.

9.7 Production of a town Christmas card.

CEP 21-07-13 3 Cllr Hine proposed to spend £86.70 + VAT on 200 Christmas Cards and envelopes from ERM 334 which was seconded by Cllr Jones with all in favour.

10. COMMUNITY & PARTNERSHIPS

10.1 FBA

There had been no meeting in the interval. Cllr Jones reported that he would be attending the next meeting which was the following evening.

10.2 Precis of ESC 'Enabling Communities Strategy'

Deferred.

10.3 Inviting groups we support through grant funding to report on their community activity.

It was agreed that while CIL funds had a reporting mechanism on how these sums were spent that this could be widened to include information on the impact and benefits of the funding. This could be extended to smaller grants, and Cllr Hine was to discuss this with the Chair of Finance and to report back at the next meeting.

10.4 Communication with Covid-19 volunteers

It was agreed to ask the Covid-19 volunteers if they wish to remain on the list of volunteers for support - and to ask them if they would agree to being asked to volunteer for other specific tasks.

11. EVENTS

11.1 Events Sub Committee

Cllr Hine reported that this had been publicised and one person had stepped forward so far. It was agreed to ask the Town Clerk for the Inclusivity Group mailing list and to send the invitation to join the group to those on the list.

11.2 Xmas 2021

This was discussed at length. A provisional draft timetable was agreed:

Friday 3rd December 7:00pm

Late night Shopping

Cllr Higham to be master of ceremony for the turning on of the Christmas tree lights

7pm lantern parade to the Castle

Free entry to Fram residents to the Castle

Food, drink and entertainment in the Castle.

This would be circulated to interested parties and refined. Costs were to be calculated but were anticipated to be in the region of £5,000.

11.3 Queen's Platinum Jubilee 2-5 June 2022

It was agreed to alert the Full Council to these plans at the August meeting and for it to form an early agenda item at the next CEP Committee.

12. Budgetary considerations

Cllr Hine referred to two documents she had circulated. Cllr Jones agreed to draft a case to be put to the Finance Committee to draw from general reserves money to fund the website and Xmas event.

13 Action Plan – update

This was agreed with updates.

14 Matters of Report

Cllr Hine reported she was working on the Neighbourhood Plan review with Cllr Jones. Cllr Hine reported on the recent CPA meeting where it was confirmed that community groups in Framlingham had received a total of £27,347 last year. It was noted that there was a further bidding round which the Town Council should publicise to interested groups in the town.

15 items for next agenda

Event Check List revision

Next Meetings:

Committee – 14th September 2021

2Commune Zoom – Wednesday 14th June 11:00am

Website working group meetings

28 July – 2pm, 10 August – 10am and 24 August – 10am.

The meeting concluded at 9:25pm