

**DRAFT Minutes of the
COMMUNICATION EVENTS & PARTNERSHIP COMMITTEE
Held at 7:00pm on the 14th September 2021 in the Town Council meeting room.**

1. APOLOGIES

None.

2. PRESENT:

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

3. IN ATTENDANCE:

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

4. DECLARATIONS OF INTEREST

None

5. MINUTES OF PREVIOUS MEETING

CEP 21-09-14 1 Cllr Hine proposed that the minutes of the previous meeting be accepted as a true record, and with two abstentions due to absence all were in favour.

6. PUBLIC COMMENT

The Chair adjourned the meeting for public comment

The Member of the public spoke to a number of items on the agenda. The Chair and the Deputy Clerk were able to answer on a number of points but the person was asked to email these questions so that they may be responded to accordingly, if they had not been covered in the meeting.

7. CORRESPONDENCE

7.1 From SALC – Festival of Suffolk
Invitation to meeting Noted - Cllr Hine to attend

7.2 From ESC - Saxmundham and North East Connect
Invitation to meeting Noted - Cllr Hine to attend

7.3 Invitation for PR from a magazine.
Noted

8 COMMUNICATION

8.1 Police Matters - Monthly report and meetings with Police

The Chair reported that there had been no further communication since the report at Full Council meeting.

8.2 Current Website - Ongoing Management & Updates

The Chair reported that she had edited the Police and County Councillors report and added them to the website as a news item.

It was agreed that the Deputy Clerk would send the email Cllr Hine had drafted regarding the website transition to the website contractor.

8.3 Communication Plan / Admin

8.3.1 Welcome Pack contents in folder and online - work in progress

The Chair reported that this work was ongoing.

8.3.2 It was agreed that the communication issues raised and the solutions proposed at the Neighbourhood Plan Review meeting be considered as a model for this Committee to adapt. It was agreed that Cllr Jones would send the notes to the Deputy Clerk and for them to form an agenda item at the next agenda.

8.4 Calendar 2023

Update on "Then and Now" theme:

No photographs had been submitted as yet. Cllr Hine would repeat and increase the publicity. Cllr Garrett would ask if the publicity material could be posted on the History Society and related websites.

8.5 Social Media - Instagram / Facebook / Next-door

8.5.1 Update on consultation ref use of Facebook

Cllr Hine had circulated a discussion document and it was agreed to ensure that the Town Council should allocate a sustainable resource for the administration of postings and monitoring of social media, following further consultation with advisors.

8.5.2 Agree proposal to recommend setting set up a Framlingham Town Council Facebook page

It was agreed to proceed with option 4 of the proposals circulated prior to the meeting. The details of this option would be reported to the Full Council. It was agreed that at the next meeting consideration of creating an overall 'Media Strategy' which would amalgamate existing media and communication strategies and policies.

8.6 Dedicated framlingham.com email for Chair of CEP

It was noted that this was no longer a requirement.

8.7 Printed news in Framfare

The feedback from the member of public was noted regarding the content. The next submission should include information regarding the Neighbourhood Plan Review, and update from the latest FIIP report on CIL expenditure to date.

8.8 News Items - to be considered for next month

- Neighbourhood Plan Review
- Environment Event of the Market Hill
- Infrastructure projects – achieved and in the pipeline
- The Hedgehog Talk planned for 24 October.

9. PROJECTS

9.1 CCTV - Update

The Deputy Clerk reported on the progress of the project.

CEP 21-09-14 2 Cllr Hine proposed to recommend to Full Council that Hollins Chartered Surveyors be Commissioned to prepare the planning and listed building application for the

three sites where this was needed, at a cost of £850.00 (taken from the allocated local CIL amount of £30,000 agreed by Full Council on 29 October 2020 line 358) which was seconded by Cllr Jones with all in favour.

9.2 New Website

To note commencement of new website contract and start of development process.
Noted.

9.2.1 Agree team for training and development

It was agreed that as many Staff and Councillors as possible be included in the training. All Councillors would be asked. 2Commune would be asked if the remote training session could be recorded and kept for future use, and if there was a limit on numbers of people being trained.

9.2.2 Finalise the brief for 2Commune on design and site map.

The document circulated prior to the meeting was approved. It was agreed for it to be sent to 2Commune for them to begin the development of the new website.

9.2.3 Agree new email addresses for recommendation to Full Council

It was agreed that the existing staff format be retained. Councillors emails would follow the first name.second name @framlingham.com format.

There would be a limited number of additional email addresses:

Planning@...

Events@...

Info@...

admin@...

Cllr Hine would confirm the full list of these at the next meeting.

9.3 WiFi in Town Centre

Cllr Jones reported that subsequent to the FBA meeting the Town Council had met a representative from the FBA. The FBA had agreed to take the lead on the continuation of the project and undertake the reporting and analysis. It was noted that ESC had secured funding for a further three years for the project.

9.3.1 People and Places.

Cllr Jones reported on a meeting with the FBA where it was noted that while the research outlined areas of concern it contained no new ideas or proposals that the Town Council had not already considered. It was agreed to focus on the allocation of the £10k grant based on the themes identified. The Town Council had reached a mutual agreement with the FBA on the focus of spending a proportion of the grant on a Digital Town Trail with new town centre signs. It was hoped that the majority of the retailers in the town would also support this spend. It was noted that the FBA's priorities mirrored the those of the Town Council.

In addition to the digital town trail the balance of the funds were proposed to be allocated to the following projects:

A professional organiser for town events

Sunday themed markets

Community promotion of the town's inclusivity - in conjunction with baby friendly and age related initiatives. The recent successful registration of the Hour Community as a member of the UK network of Age-Friendly Communities was noted).

A further meeting was scheduled with the FBA for 21st September where a shared document would be agreed to present to ESC. It was noted that the FBA AGM was to be held on 22nd September.

9.4 To consider suggestion for a Tourist Information Service within the Town Council Office.

The Chair adjourned the meeting for comment from the member of the public.

The member of the public outlined her vision for a Tourist Information service, which the Committee supported.

The Chair reconvened the meeting.

It was agreed that a Tourist Information service, staffed by local volunteers who had sound knowledge of the town would be worth further consideration. The location should be central and a number of locations were discussed. It was agreed to ask the member of the public to work with the Deputy Clerk to create proposals which would be considered at the next meeting.

9.5 New Noticeboard

The DTC reported that there had been no progress and was awaiting the listed building consent.

9.5 Bus Stop Noticeboard

The DTC reported that the County Council had offered to fund the replacement of the notice boards from S.106 underspend.

10. COMMUNITY & PARTNERSHIPS

10.1 FBA - Feedback from recent meeting

Covered in 9.3.1 above.

10.2 Volunteers - Retaining Covid-19 volunteers and Skills Forms – update

This was ongoing and it was noted that the Volunteer skills form was being redrafted to make it easier and less daunting to complete.

11. EVENTS

11.1 Events Sub Committee

Cllr Hine reported that the first meeting had taken place and a number of events had been discussed. It was noted that the Town Council should consider working more closely with the Sports Club and their resources more often for town events.

11.2 Xmas 2021

Cllr Hine reported that plans were progressing and more people were being involved.

CEP 21-09-14 3 Cllr Hine proposed to recommend to Full Council to commission TMO traffic management to supply the traffic management for the event at a cost of £594.00 which was seconded by Cllr Jones with all in favour.

11.3 Queens Platinum Jubilee

Cllr Hine reported that plans were in the early stages and the public would be consulted early in the New Year on what would be good events to promote. The Events Committee had agreed that the Town Council should focus on day time events. Cllr Hine reported that the Primary School had written to the Town Council regarding Jubilee mugs and tea towels. It was noted that packages of 100 - 200 trees were available free to be planted and this should be referred to the Environment Group and the Lands Committee.

12. ACTION PLAN

No changes.

13. MATTERS OF REPORT

Cllr Hine reported that she had met the new manager of the library and with a representative from the Friends of the Library and would be receiving regular updates.

The Deputy Clerk reported that the HRP Committee had requested further publicity of the Katch Bus service.

Cllr Hine reported that this committee was requested to carry out an annual review of a number of policies and would be circulating these.

14. ITEMS FOR NEXT AGENDA

Use and setting up of the card payment machine.

15. The next meeting of the CEP would be at 7:00pm on Tuesday October 12th.

The meeting concluded at 8:50pm