

**DRAFT MINUTES of the
COMMUNICATION EVENTS & PARTNERSHIP COMMITTEE
Held at 7:00pm on the 12th October 2021 in the Town Council meeting room.**

1. APOLOGIES

None.

2. PRESENT:

Cllrs D Carter, S Garrett, M Hine and J Jones

3. IN ATTENDANCE:

James Overbury Deputy Clerk

4. DECLARATIONS OF INTEREST

None.

5. MINUTES OF PREVIOUS MEETING

CEP 21-10-12 1 Cllr Hine proposed that the minutes of the previous meeting be accepted as a true record which was seconded by Cllr Garrett with all in favour.

6. PUBLIC COMMENT

None.

7. CORRESPONDENCE

None.

8 COMMUNICATION

8.1 Police Matters - Monthly report and meetings with Police

No further report or meeting following the Full Council meeting.

8.2 Current Website

Cllr Hine noted that the monthly invoice had been reduced on by around £100.00. No visitor statistics were available and Cllr Hine would ask the Web contractor for the latest statistics. Cllr Hine noted that the working group had met the web contractor regarding the handover. Cllr Garrett had downloaded the entire website and had loaded the data onto the Town Council NASS device.

8.3 Communication Plan / Admin

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

Cllr Hine would ask the Town Council Administration staff to help assemble the packs. She would also record the data photographically and in future all new leaflets would also be captured electronically to allow a digital on-line version to be created.

8.4 Calendar 2023

Update on "Then and Now" theme

Cllr Hine reported that she had increased the publicity for the Calendar. It was noted that local author John Bridged is launching a book of old photographs of Framlingham and had agreed to promote the Calendar at the launch of the book. He had also agreed that photographs in the book (and on the website) could be used for the Calendar. Cllr Hine noted that a number of people who had completed Volunteer forms had indicated that they were competent photographers and these could be asked if they wished to contribute.

8.5 Review of Policies

Cllr Hine: Grant Making/Revision - Cllr Hine would present a draft to the Finance Committee of the revised policy.

Cllr Carter: Community Engagement - Cllr Carter was thanked for his revision, which would be put forward to the Full Council for approval.

Policy to agree: Media Strategy (several policies amalgamated) - Cllr Garrett agreed to look to combine the policies and report to the next meeting.

8.6 Social Media - Instagram / Facebook / Next-door

FTC Facebook page - Update

Cllr Hine reported that she had made a number of postings

8.7 Printed news in Framfare

Cllr Hine reported that the copy had been finalised and would be sent to FramFare in time for the deadline.

8.8 News Items - to be considered for next month

Cop 26 event and survey

More on Christmas

Neighbourhood Plan Review

News of the award Paperhouse Properties for the conversion of the 10 Church Street.

9. PROJECTS

9.1 CCTV - Update

The Deputy Clerk reported that he had instructed Hollins to prepare the planning permission.

9.2 New Website

Cllr Hine noted that the working group was to have the first training session on 13th October.

9.3 WiFi in Town Centre

9.3.1 It was noted that this was now being monitored by the FBA and would be part of the People and Places project. It was agreed that the CEP Committee would continue to consider the data and look for any opportunities to improve communication.

9.3.2 People and Places.

Cllr Jones reported that the FBA would agree the joint document to be put before ESC on 25th October where the allocation of the £10k grant would be agreed. It was expected that there would be an allocation for which the CEP committee could use.

9.4 Ideas regarding Tourist Information Service

It was agreed that the Deputy Clerk would approach Hour Community to establish if they would be willing to help and support this by offering space in their office in the Library and possibly finding a volunteer.

9.5 New Noticeboard

The Deputy Clerk reported that no progress could be made until planning permission and LBC had been granted.

9.6 Bus Stop Noticeboard

The Deputy Clerk reported that he was waiting advice from a carpenter to establish how to fit new notice boards into the space in the bus shelter.

10. COMMUNITY & PARTNERSHIPS

10.1 FBA - Feedback from recent meeting

It was noted that there had been no further feedback but it was expected that the FBA would produce a communication in time for Christmas.

10.2 Volunteer skills forms

Cllr Hine reported that she had digitalised the data and noted there were a wide range of useful offers of help. The data would be passed to the Town Clerk to circulate.

11. EVENTS

11.1 Events Sub Committee Minutes

These were noted. The next committee meeting was to be on November 24th.

11.2 Xmas 2021

Cllr Hine updated the meeting on the progress towards organising this event.

11.3 Queens Platinum Jubilee

It was noted that work planning events would begin in earnest after the Christmas event. Cllr. Hine had attended the Suffolk Festival webinar informing details on Suffolk wide festivities between May & September next year

12. CEP Budget 2022-23

It was agreed members of the Committee would consider budget requests for the next year and a Zoom meeting was arranged for 10:00am on October 25th to create the 'wish list' of budget allocation.

13. ACTION PLAN

No changes this month.

14. MATTERS OF REPORT

It was noted that the Welcome Back fund may offer funding for a digital town trail

Cllr Jones advised the Committee that he would have to take a break from the Committee for three months from January to allow him to concentrate on the Neighbourhood Plan Review.

15. ITEMS FOR NEXT AGENDA

CEP Budget

Call for more members of the Committee from Councillors.

16. The next meetings would be at:

CEP Committee meeting: 7:00pm on Tuesday November 9th

Budget Wish List Zoom meeting: 10:00am on October 25th

The meeting concluded at 8:10pm