

**DRAFT Minutes of the
COMMUNICATION EVENTS & PARTNERSHIP COMMITTEE
Held at 7:00pm on Tuesday 9th November 2021 in the Town Council meeting
room.**

1. APOLOGIES

Apologies were received and accepted from Cllr John Jones - Holiday

2. PRESENT:

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

3. IN ATTENDANCE:

James Overbury Deputy Town Clerk

4. DECLARATIONS OF INTEREST

None.

5. MINUTES OF PREVIOUS MEETING

Cllr Hine proposed an amendment to the previous minutes in agenda item 9.4 which was agreed.

CEP-21-11-09 1 Cllr Hine proposed, with the amendment, to approve the minutes as an accurate record which was seconded by Cllr Carter with all in favour.

6. PUBLIC COMMENT

None.

7. CORRESPONDENCE

It was agreed to take the items of correspondence at the point in the agenda which the correspondence related to.

8. COMMUNICATION

8.1 Police Matters - Monthly report and meetings with Police

No business/reports/meetings.

8.2 Current Website

No issues

8.3 Communication Plan / Admin

It was agreed Cllr Hine and the DTC would revise the file naming protocol to fit the new website, which would be discussed at the next CEP meeting.

8.4 Calendar 2023

Cllr Hine reported that she had increased the publicity and would send the text of that to Cllr Garrett so he could use it on the platforms he uses. It was agreed to revise the timing of the production and printing at the next meeting.

8.5 Review of Policies

Media Strategy (several policies amalgamated) - Cllr Garret

This was ongoing.

8.6 Social Media - Instagram / Facebook / Next-door

Cllr Hine reported that a number of postings had been made over the last month.

8.7 News Items - to be considered for next month

Cllr Hine reported that the FTC newsletter would be produced early for Christmas as that was the main content of it.

9. PROJECTS

9.1 CCTV - Update

The DTC reported that he had spoken to Hollins that day and the work was underway.

9.2 New Website

Planning & scheduling content uploads, revisions to document file naming system - and seeking extra assistance

Cllr Hine worked through the plan that has been circulated prior to the meeting. Minor refinements were made.

CEP 21-11-09 2 Cllr Hine proposed to spend up to £1,500 from Budget 2100 to pay for the data migration which was seconded by Cllr Carter with all in favour.

Cllr Garrett offered to train the FTC Admin assistant to undertake the data migration.

9.3 WiFi in Town Centre

Cllr Hine confirmed that the Free WiFi would be handed over to ESC/FBA from July 2022. She noted that ESC had requested an inventory of the hardware installed in the town.

9.3.1 People and Places

Two items of correspondence were considered for this agenda item. Cllr Hine reported that she and Cllr Jones were working with ESC to define what the £10k grant could be used for and cross referencing various proposals against other sources of funding to maximise the opportunity for the town. Cllr Hine would circulate the results of this exercise to the Committee. A meeting will be held with ESC and the First Light team to understand how Framlingham can participate in the Market Towns project

9.4 Tourist Information Service

Cllr Hine reported that there were funding opportunities for Tourist Information services stemming out of the People and places/CPA/Welcome Back Fund initiatives.

The DTC reported that he had investigated the Tourist Information Service in East Suffolk and had asked ESC for help. He had broached the subject with the Library who were interested in taking any ideas further. Cllr Jones to follow up in are detail with the Library.

9.5 New Noticeboard

The DTC reported that he had sent ESC the revised drawings.

9.6 Bus Stop Noticeboard

No progress.

10. COMMUNITY & PARTNERSHIPS

10.1 FBA - Feedback from recent meetings

No meetings had been held.

11. EVENTS

11.1 Xmas 2021

Cllr Hine reported on the planning for the event and noted that Thomas Mills High School had confirmed that some students would be performing in the Castle. The DTC reported that the tree was due for delivery and erection on Monday November 22.

CEP 21-11-09 3 Cllr Hine proposed to spend up to £88.00 on LED lighting for the event which was seconded by Cllr Garrett with all in favour.

11.2 Queens Platinum Jubilee

No business.

11.3 Membership of the Events Sub Committee

Due to a number of volunteers withdrawing from the group the issue of disbanding the group would be discussed at the next Events meeting and any decision on its future would be discussed at the next CEP meeting.

12. CEP Budget 2022-23

The proposed budget plan was noted.

13. MEMBERSHIP OF THE CEP COMMITTEE

Cllr Hine would call for more Councillors to join the CEP Committee. Depending on the response consideration would be made to ask members of the public to join.

14. REVIEW OF RISK ASSESSMENTS

The Christmas Tree and Christmas on the Hill Risk assessments were discussed and amendments made. The DTC would finalise these before putting to Full Council for adoption.

15. ACTION PLAN

No changes made.

16. MATTERS OF REPORT

Cllr Hine noted that Woodbridge was holding a sound and light performance which would be investigated for suitability for a similar event in Framlingham during November 2022.

17. ITEMS FOR NEXT AGENDA

18. The next meeting of the CEP will be at 7:00pm on Tuesday 14th December

The meeting concluded at 8:26pm.