

**DRAFT Minutes of the
COMMUNICATION EVENTS & PARTNERSHIP COMMITTEE**

Held at 7:00pm on Tuesday 14th December 2021 in the Town Council meeting room.

1. APOLOGIES

None.

2. PRESENT:

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

3. IN ATTENDANCE:

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

4. DECLARATIONS OF INTEREST

None.

5. MINUTES OF PREVIOUS MEETING

CEP 21-12-14 1 Cllr Hine proposed that the minutes of the previous meeting be approved as an accurate record, which was seconded by Cllr Carter, and with one abstention due to absence all were in favour.

6. PUBLIC COMMENT The Chair adjourned the meeting.

The member of the public noted she was glad the Town Council were pursuing the concept of a Tourist Information Service. She asked if there were any concrete plans to improve communication and asked if there were any plans to install a LED bus timetable/information point at the Bridge Street Bus Shelter.

The Chair reconvened the meeting

7. CORRESPONDENCE

7.1 Email re Toilet twinning

This was noted. It was agreed that this form a news item and the DTC would ask the correspondent for more information about the scheme.

7.2 FBA notice ref Smarter Suffolk - Click it Local

Noted. It was agreed to use this as a news item and the DTC would send it to the retailers group.

7.3 Email from Royal British Legion re 2022 events

Noted. The DTC would thank the RBL and invite them to join the working group planning the Queen's Platinum Jubilee.

8. COMMUNICATION

8.1 Police Matters - Monthly report and meetings with Police

At the Full Council it was reported that the Police moved the 'Kestrel' team to premises in Framlingham and it was agreed to publish this as a news item on the Website.

8.2 Current Website

There had been problems with uploading documents but the Admin assistant has found the solution.

8.3 Communication Plan / Admin

Update file naming protocol so it is compatible with the new website system

This was discussed and it was agreed that Cllr Hine would consult 2Commune and then she and the DTC would finalise the protocol.

8.4 Calendar 2023

Update on "Then and Now" theme

Two more submissions had been achieved, and more PR planned for the next month.

8.5 Review of Policies

Media Strategy (several policies amalgamated) - Cllr Garret

This was agreed to be deferred.

8.6 Social Media - Instagram / Facebook / Next-door

Cllr Hine had posted information and answers to questions on the various platforms but found she was not always able to always respond quickly enough. Cllr Garrett offered to step in as a back up which was agreed. It was agreed that the deadline for appointing a person to set up a new Town Council Facebook page and do all social media as a paid role was to be March 2022.

8.7 News Items - to be considered for next month

As previously discussed, new news items were to be:

- Click it Local
- Then and Now
- Toilet Twinning
- Covid updates
- Queens Platinum Jubilee Event
- Xmas Event feedback request

9. PROJECTS

9.1 CCTV – Update

The DTC reported that he was to meet the contractor this week to look at the options on where to place the camera that SCC would not allow to be placed on a lit traffic sign.

CEP 21-12-14 2 Cllr Hine proposed to approve the cost of Planning Permission and Listed Building Consent for 2 of the 3 locations at a total of £468.00, to come from the overall agreed Budget of £30,000 from local CIL, which was seconded by Cllr Jones with all in favour.

9.2 New Website – Update

Cllr Hine reported that work was ongoing. Changes to the main menu layout and content displays were discussed and once these were completed, an email link would be shared with all Councillors to view and comment on the basic look of the website. It was agreed that a wider consultation with more members of the community would be rolled out as the website developed. It was agreed that the file naming protocol was a priority and would need to be finalised before the training of the Admin assistant to work on the data transfer from the old website to the new website. It was agreed to look for another person or organisation to help with the data transfer should it be found that there was not enough time for one person to do part time.

9.3 WiFi in Town Centre – request to share data from ESC

This was discussed and it was agreed that the CEP Committee did not have the authority to make any recommendations regarding data protection or data sharing as this was the legal responsibility of the Town Council's Data Controller. It was agreed to refer the matter back to the Data Controller for them to make any recommendations to Full Council.

9.3.1 People and Places

Update on meeting ref project for Market Towns - potential ESC support ref
Welcome Back Fund & First Light Festival

Cllr Jones reported on the many facets of these projects. He reported that the £10k grant from People and Places was secured and agreement had been reached on a collective approach with the FBA who were close to securing further funds for their efforts through the East Suffolk Towns Initiative (ESTI) programme. Cllr Jones reported that he was working to the deadline of 22nd March 2022 for a formal submission to ESC for the funding.

Cllr Jones reported on the successful Zoom meeting with the First Light organisation. This was to lead to training and support for the town to put on events in the future.

Cllr Jones reported that ESC had amended its approach to funding work to digitalise town trails and other digital concepts and it was agreed he and Cllr Hine would discuss these changes in the New Year with a view to completing the application form.

9.4 Tourist Information Service

Update on proposed Library site

Cllr Jones reported that further talks had been held with the Library regarding the Tourist Information Service and whilst complications has arisen, he would continue to work through options with the Library to make the service a reality.

9.5 New Noticeboard

The Deputy Clerk reported that Listed Building Consent had been obtained for the new notice board for the Town Council office. He had contacted the local craftsman who was to start work on the board in the New Year.

9.6 Bus Stop Noticeboard

The DTC reported that he had written agreement from SCC who would install two new notice boards for the Bridge Street Bus Shelter. SCC had also agreed to reimburse the Town Council for the cost of the replacement notice boards. The DTC would ask if an LED information point could be installed at the same time.

CEP 21-12-14 3 Cllr Hine proposed to recommend to Full Council to spend less than £700 on two new notice boards (this expenditure to be redeemed from SCC) for the Bridge Street Bus Shelter which was seconded by Cllr Jones with all in favour.

10. COMMUNITY & PARTNERSHIPS

10.1 FBA - Feedback from recent meetings
See FBA notice headlining 'Click it Local'.

These two issues had already been covered in the meeting.

11. EVENTS

11.1 Future of the Events Sub Committee

CEP 21-12-14 4 Cllr Hine proposed to dissolve the Events Sub Committee and make Events a standing agenda item for the CEP Committee, which was seconded by Cllr Garrett with all in favour.

It was agreed that specific working groups would be set up for each event planned by the CEP Committee.

11.2 Xmas 2021

It was agreed that a Zoom meeting be arranged between the organisers, volunteers and the Castle to reflect and debrief on the event. Cllr Hine would seek feedback from the wider public through news items, the Website and leaflets to the shops. The findings of these consultations would then be used to inform the plans for any event planned for 2022.

CEP 21-12-14 5 Cllr Hine proposed to retrospectively approve individual items of expenditure from the agreed budget (EMR 348) for the Christmas on the Hill event – namely:

Cabling £38.95

Gazebo Weights: £236.16

Radio Hire: £50.40

LED Lights: £115.19

Brass Band £150.00

Which was seconded by Cllr Carter with all in favour.

It was noted that the draft accounts for the event showed an underspend of £854.88 and that when these were finalised it was agreed to recommend the underspend be returned to the Ear Marked Reserves for any future Christmas event.

11.3 Queen's Platinum Jubilee

It was agreed to accept the offer from the Town Clerk to take the Officer lead for any events planned. Cllr Hine would ask the Clerk to set up a working group to meet in the New Year. It was noted that assistance from the First Light organisation had been indicated for events planned to celebrate the HM the Queen's platinum jubilee.

11.4 Fireworks Spectacular - November 2022 and thereafter

It was agreed that the Town Council did not have the resources to organise both a fireworks and a Christmas event. Cllr Hine reported that she had discussions with the Castle regarding some kind of Sound & Light Spectacular there to replace the firework event. It was agreed that this should be a professionally organised event and that Cllr Hine should continue the dialogue and report back to the meeting.

11.5 Other Events for 2022

It was noted that there was funding through ESTI for four themed Sunday Markets and support was available through First Light. It was agreed to follow up on any possibilities to arrange professionally organised Sunday markets for 2022.

12. MEMBERSHIP OF THE CEP COMMITTEE

Cllr Hine reported that Cllr Dean had offered to join the Committee, and that a resident had also put herself forward to join the Committee. It was agreed that Cllr Hine and the DTC meet the person and invite her and Cllr Dean to the January meeting of CEP.

13. REVIEW OF RISK ASSESSMENTS

CEP 21-12-14 6 Cllr Hine proposed to approve the Christmas Tree, Christmas on the Hill and Lantern workshops Risk Assessments which was seconded by Cllr Carter with all in favour

14. ACTION PLAN

Cllr Hine reported that she would present an updated action plan to the next meeting.

15. MATTERS OF REPORT

The DTC reported that the summons for the January meeting would be sent before Christmas.

16. ITEMS FOR NEXT AGENDA

17. The next meeting of the CEP will be at 7:00pm on Tuesday 11th January 2022

The meeting concluded at 8:55pm.