

**Minutes of the Public Relations and Markets Committee Meeting to be held
on Tuesday 10th March 2020 in The Cell, The Old Court House, Bridge Street at 6.00pm**

1. Apologies:

Cllr G Kitching and Cllr P Wraight

Present:

Cllr S Garrett, Cllr M Hine and Cllr J Simpson (Chair)

Cllr A Fisher was not present and the Chair noted that Cllr Fisher had only attended 4 out of a possible 10 committee meetings since being elected.

In Attendance:

Eileen A Coe (Town Clerk/RFO)

2. Declarations of Interest:

None.

3. Minutes of previous meeting:

3110320 Cllr Simpson proposed the minutes of the meeting held on Tuesday 11th February 2020 (circulated in draft form prior to the meeting), which was seconded by Cllr Garrett with all in favour.

Cllr Simpson then signed the minutes

4. Adjournment:

4110320 Cllr Simpson proposed to adjourn the meeting for the following, which was agreed:

➤ **Public Comment:**

None.

5. Reconvene:

5110320 Cllr Simpson proposed to reconvene the meeting, which was agreed.

6. Town Council Events:

➤ **Firework Spectacular 2020:**

No business.

➤ **Medieval Market – 25th July 2020 – Cllr Simpson**

A Planning Meeting was arranged for Wednesday 18th March at 10am.

A local person had requested attendance with a Punch and Judy show and it was noted that there would be no cost involved as a collecting bucket would be used. It was agreed for the Town Clerk to confirm the booking. It was agreed that planning for the event would continue but without incurring any significant expenses in case the event has to be cancelled due to the corona virus risk.

➤ **Litter Pick – Sunday 26th April 10am – 12 noon**

Event leader: Cllr Clive Eastwood

Risk Assessment: to be completed.

It was noted that Framlingham WI had insufficient numbers to organise their own litter pick so would join in with the Town Council organised event.

7. Markets:

➤ **Resolution of issues and costs for work required to Pit 2:**

Cllr Simpson reported that following the recent rain he had inspected Pit 2 on 2nd March and advised that it was half filled with water and there were drops on the underside of the lid. For comparison he inspected another Pit and found there was a little water at the bottom but none under the lid. Clearly the first is not draining and may be letting in more water. He would continue to monitor on a monthly basis.

➤ **Quarterly Inspection Report:**

The report of the inspection carried out on 18th February 2020 was considered and it was noted that this was satisfactory.

➤ **Market pitch applications received prior to the meeting:**

The Town Clerk reported that there is a limited supply of electricity available for new market traders. The two traders approved at the previous meeting could not commit to alternate weeks as suggested by the Committee. Therefore, one had agreed to use Ipg gas and the other would use the supply available. However, to date neither had completed their paperwork and were being pursued for responses.

Tadas Dereskevicius – Wild Game Meat Ltd

Application for a 20ft pitch on the Saturday Market with electricity selling wild game meat, salami, sausages, Jerky. (Deer, Elk, Beaver, Boar, Venison, Pork and Beef)

The application was approved and would be added to the Market Pitch Waiting list for when electricity becomes available.

Sabina Szatan and Tadeusz Lesniewski – Kajtek Ltd

Application for a 10ft pitch on the Saturday and Tuesday Market selling traditional pottery. Approved.

Neil Hunting – Framlingham Travel

Request that the Committee reconsiders its decision to refuse the application for a pitch on the Markets and requesting a pitch for 4 x Saturdays during the summer with a Fred Olsen Cruise Line gazebo, prize draw on the day, freebies being given away and an expert on site to discuss their brand of holidays, due to lack of space in the branch office on Market Hill they are looking at different ways of doing things to encourage people to stay local.

There was some discussion and it was noted that there are a significant number of casual traders already and therefore the Saturday Market is likely to be full in the summer. It was felt that new traders/those who do not already have premises on the Market Hill should be encouraged and given preference for pitches on the Markets. Therefore the appeal was dismissed.

8. Communications:

➤ Calendar 2021

The submitted photographs were considered and a short list would be circulated for a final decision.

➤ Monthly Town Council Newsletter – Cllr Hine

Cllr Hine reported that the new design had been incorporated into the newsletter.

➤ Website – Cllr Hine

Accessibility Regulations:

It was agreed for the Town Clerk to contact the Website Manager to ask what is already in place and what needs to be done.

Budget for new projects/work in excess of current website budget:

It was noted that a Budget would be needed for new projects/work in excess of current website budget and it was agreed to transfer £1000 from Budget 2105 to Budget 2108 (2020/2021) for the purpose and the Town Clerk/RFO would advise the Finance Committee of this decision at the April meeting. The Website Manager would be asked to itemise this extra work separately on invoices.

Cllr Hine agreed to provide pencil sketches of proposed design revisions for the Town Council website pages for approval before requesting any design work from the Website Manager.

➤ Designated Councillor emails

Following discussion the general consensus was that all communication should be channelled via the Officers of the Town Council. Individual Councillors can be contacted through the Town Council Office or via email to the Town Clerk or Deputy Town Clerk and could be marked 'For the Attention of Cllr...' but should be sent to either townclerk@framlingham.com or dtc@framlingham.com in order to be passed to the appropriate committee for consideration.

In addition to the Town Clerks email address the Deputy Town Clerks email address would be included on all newsletters and on the Notice Board/Website in future.

It was noted that SALC had recommended that all Councillors should have a separate email for Council business or at least have a separate folder which is deleted after a set period of time.

It was noted that 11 x Cllr...@framlingham.com would incur significant additional expense but Cllr...@gmail.com could be achieved for free.

It was agreed to discuss this matter further as an agenda item for Full Council at the next meeting. (To consider separate email addresses for Councillors and contact by the Public)

➤ New online Town Guide/Town Trail plus accessible print version – Cllr Hine

No business

➤ Town Council information leaflet – Cllr Hine

No business

➤ **Annual Newsletter – Cllr Hine**

The final draft had been sent to the printers and a proof was awaited.

➤ **Instagram update – Town Clerk**

None.

➤ **Community Engagement Policy – Cllr Hine**

Cllr Hine agreed to circulate the document to all Councillors which would be considered at the next meeting.

➤ **Promotional Materials – Pens, mugs, children’s items – Cllr Wraight**

Deferred to next meeting

9. CCTV – Cllr Kitching

No business until results of Town Survey received.

10. Framlingham Business Association – Cllr Wraight and the Town Clerk:

➤ **Report on FBA meeting held on 9th March:**

The Town Clerk reported that she had attended the meeting where there had been a presentation by Elephant WiFi and Cllr Eastwood had presented an update on CPE which comes into force on 6th April.

➤ **Report from the X20 Working Group:**

The Town Clerk reported that 15 people had expressed an interest in helping and at the next meeting on Monday 23rd March a Working Group would be formed.

11. WiFi:

The Town Clerk provided a Geo-Sense report for the last month which would be circulated to all Councillors.

12. Inclusivity Working Group – Cllr Hine:

Cllr Hine reported on the meeting held on 12th February and Working Group Meeting on 26th February. The notes of each meeting had been circulated and the main recommendations from the meetings were:

➤ **The Youth Development project that FAYAP was asked by the CPA to submit as a proposal for funding:**

The FAYAP rep outlined their approach involving a Research/Youth Survey stage with Thomas Mills High School followed by a Youth Worker scheme.

This was well received and it was agreed to go forward and present at the CPA March 18th meeting.

It was proposed the TC could offer support particularly with the survey using Survey Monkey.

Action: FAYAP rep

➤ **Asset Map of all Community Groups:**

Research to understand the community needs prior to making further proposals.

Email to all Fram groups asking for an outline of their activities and contact details.

Action: Cllr M Hine

➤ **Events Calendar:**

To investigate how to create easier access by community groups to the events calendar to make it more comprehensive. Google Sheets was suggested as a useful method for use / access directly by each group, a form of pre-publication with designated person/s to upload from this onto the Fram website, thereby retaining overall protection and security of the website.

➤ **Community Inclusivity Event:**

Agreed two alternative Sundays: Sept 6th or Sept 13th. Cllr J Jones to lead this project

Email to ask all community groups which date is preferred.

Action: Cllr M Hine (include this with the other email above)

➤ **Website Community Pages:**

Cllr Hine reported that the Inclusivity WG felt that the website should provide a wider range of useful information for residents online to bring more community information together in one place, making it easier to access. They agreed expanding this area on the website was essential. Proposals for changes to the events calendar would be part of this.

Cllr M Hine would lead this project.

It was recommended changing the existing ‘Events’ section into a ‘Community’ section, with a revised design, better accessibility and links to groups/events, with new pages on Health and Wellbeing, Environment and Inclusivity.

Cllr Hine advised that a team of volunteers would be needed to gather the information and other

content, and once set up, a volunteer group of key people will be needed to manage it and keep it up to date. One person is likely to be insufficient. As this is a significant amount of work extra funding would be needed to set it up. Applications for grant funding will need an estimate of costs from the Website Manager so that a business plan can be drawn up.

The WG asked the PR&M Committee to investigate a quote from the website manager on the cost of this work

The Town Clerk would contact the Website Manager for costs for the extra work and Cllr Hine would provide the information on likely work required.

The Town Clerk would circulate Cllr Hine's document on the recommendations for the website to all Councillors.

➤ **Volunteer Initiative:**

Decided not to duplicate existing provision, but to work with the Hour Community.

Need to meet their team to discuss how they currently organise volunteers and tasks, and then to explore how to make this more widely available for community events

Action: HOUR Community rep to lead on this project

The next meeting of the Working Group would be held on 22nd April.

13. Action Plan:

Updates:

The Town Clerk reported that she was in the process of drafting the new Action Plan for 2020/2021.

➤ **Projects to be put forward for local CIL funding:**

Inclusivity event for the community – cost unknown at this stage

14. Correspondence:

1/3 Framlingham Retailers

Request for funding towards 100 flags and 2km of bunting for the VE Day Celebrations on 8th May, these will stay up for the Gala in May and Armed Forces Day in June. Costs around £2,800.

It was agreed to recommend approval to Full Council to use the remaining funds available in the Grants Budget 2019/2020 of £280. If further funds were needed then an application for funding could be submitted in the normal way for the next Grants deadline of 30th September.

2/3 Framlingham Royal British Legion

Email advising that the RBL will be holding a 2 minute silence on the market Hill on Friday 8th May 2020 to commemorate the 75 years since VE day. Rev Mark Sanders will say a few words and the Army cadets have been invited. Noted and all Councillors would be invited to attend.

3/3 Resident

Copy of letter sent to East Suffolk Norse regarding the Bottle Banks in the Fore Street car park requesting consideration that these be relocated to the John Grose site, due to the increase in use following new development in the town and causing obstruction to a private access.

The members supported the relocation of the bottle banks if a new site could be found.

15. Matters of report or items for next agenda:

Agenda item next meeting - Drug issues in Framlingham

Cllr Hine reported that she had drafted a reminder to complete the Town Survey for the next edition of Framfare

Cllr Hine reported that an interim analysis of responses received to date was available for Councillors to view.

Agenda item next meeting - Town Survey: Criteria for Analysis of Results

It was agreed to continue to start the meetings at 6pm

16. Next meeting:

Tuesday 14th April 2020 at 6.00pm

Meeting closed at 19.29