

Framlingham Town Council

TOWN COUNCIL CHAIR:

Cllr Clive Eastwood

TOWN COUNCIL OFFICE

**10c Church Street
Framlingham
Suffolk IP13 9BH**

TELEPHONE: **01728 720183**

VISIT OUR WEBSITE:

www.framlingham.com



TOWN CLERK &
RESPONSIBLE FINANCIAL OFFICER:

Mrs Eileen A Coe

CiLCA AICCM PSLCC

townclerk@framlingham.com

DEPUTY TOWN CLERK:

James Overbury

BA (HONS) CiLCA

dtc@framlingham.com

21st December 2021

**MEMBERS OF THE
Communications, Events and Partnerships Committee
Cllr D Carter, Cllr M Hine, Cllr S Garrett and Cllr J Jones, P Dean**

You are hereby summoned to attend a **Meeting** of the **Communications, Events and Partnerships Committee**

to be held on Tuesday 11th January 2022 at 7:00pm in the Town Council Office.

for the transaction of the business on this Agenda

Public Attendance:

Members of the public and press are welcome to join the Zoom meeting and will be invited to speak under item 6 of the Agenda.

Link to Zoom meeting below:

Join Zoom Meeting

<https://us02web.zoom.us/j/84167839509?pwd=a1FYT0FleTFIRU1zVW5PTVM1THdzZz09>

Meeting ID: 841 6783 9509

Passcode: 775272

Yours Faithfully,

James Overbury
Deputy Town Clerk

**Agenda for the
COMMUNICATION EVENTS & PARTNERSHIP COMMITTEE
To be Held at 7:00pm on Tuesday 11th January 2022 in the Town Council
meeting room.**

1. APOLOGIES

To receive and accept apologies for absence:

2. PRESENT:

3. IN ATTENDANCE:

James Overbury (Deputy Town Clerk)

4. DECLARATIONS OF INTEREST

5. MINUTES OF PREVIOUS MEETING

To approve the minutes of the previous meeting as an accurate record

6. PUBLIC COMMENT

To adjourn the meeting for public comment

7. CORRESPONDENCE

8. MEMBERSHIP OF THE CEP COMMITTEE

8.1 Review of Terms of reference for CEP - ref Events

9. EVENTS

9.1 Xmas 2021/2022

Agree feedback form for distribution

9.2 Queens Platinum Jubilee - Update from Working Group

9.3 Sound & Light Spectacular on Nov 5th - Update on investigations

10. COMMUNITY & PARTNERSHIPS

10.1 FBA - Feedback from recent meetings

10.2 Police Matters - Monthly report and meetings with Police

10.3 Other Community Groups - Updates and feedback

11. COMMUNICATION & PR

11.1 Communication Plan / Admin

Review of Policies - Media Strategy (several policies amalgamated)

11.2 Current Website - Matters arising

11.3 New Website - Working Group

11.3.1 Progress on uploading content and data

11.3.2 Appointment of extra migration of content assistance

11.4 Social Media - Town Council Facebook Page

Consider the appointment of the social media and news contractor to set up a TC Facebook page and develop news items as agreed

11.5 News Items - to be considered for next month

11.6 Calendar 2023 - Update on "Then and Now" theme

12. PROJECTS

12.1 CCTV - Update

12.2 WiFi in Town Centre - Handover to ESC & FBA

12.3 People and Places - Update

12.3.1 First Light Town Centre project

12.3.2 East Suffolk Towns Initiative - Securing ESTI funding

12.4 Tourist Information Service - Update ref proposed Library site

12.5 New Noticeboard - Update

12.6 Bus Stop Noticeboard - Update

13. ACTION PLAN

14. MATTERS OF REPORT

15. ITEMS FOR NEXT AGENDA

The next meeting of the CEP will be at 7:00pm on Tuesday 8th February 2022