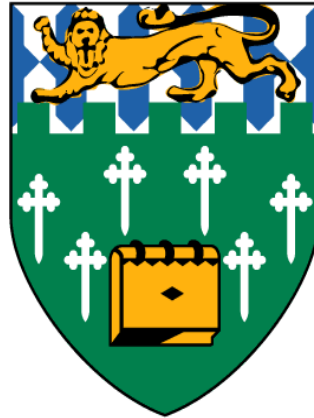


FRAMLINGHAM TOWN COUNCIL

Town Council Office
10c Church Street
Framlingham
Suffolk
IP13 9BH

Telephone: 01728 720183

Visit our website:
www.framlingham.com



Town Council Chairman:
Cllr Philip Collins

Town Clerk/ Responsible Financial Officer:
Mrs Eileen A Coe CiLCA AICCM PSLCC
townclerk@framlingham.com

Deputy Town Clerk:
James Overbury BA (Hons)
dtc@framlingham.com

6th November 2021

MEMBERS OF THE PUBLIC RELATIONS & MARKET COMMITTEE

Cllr S Garrett, Cllr M Hine, Cllr G Kitching, Cllr P Wraight

You are hereby summoned to attend a **Virtual Zoom Meeting** of the PR & Markets Committee to be held on **Tuesday 12th January 2021 at 6:00pm** for the transaction of the business on this Agenda.

(The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020)

Topic: FTC Public Relations and Market Committee

Time: Jan 12, 2021 06:00 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/83814239966?pwd=bHdrREk1WnFyVUZmbjBkcW05aEpZdz09>

Meeting ID: 838 1423 9966

Passcode: 308959

Public Attendance:

Members of the public and press are welcome to join the Zoom meeting and will be invited to speak under **item 4 - Public Comment** of the Agenda.

Yours Faithfully,

James Overbury
Deputy Town Clerk

AGENDA

Public Relations and Markets Committee – Tuesday 12th January 2021 at 6.00pm via Zoom

Documents for the meeting are also on the Cllrs Private website page prefixed: PM

1 APOLOGIES

To receive and accept apologies for absence:

Present:

In Attendance:

James Overbury (Deputy Town Clerk) Eileen (Town Clerk)

2 DECLARATIONS OF INTEREST

3 MINUTES OF PREVIOUS MEETING

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

4 PUBLIC COMMENT

To adjourn the meeting for public comment

5 CORRESPONDENCE

6 MARKETS MANAGEMENT

6.1 Saturday & Tuesday Markets:

Market Pitch applications - all new applications on hold ref Covid regulations

6.2 Review of Market Regulations and Charges – Town Clerk and Cllr Hine

7 COMMUNITY ENGAGEMENT & EVENTS

7.1 Christmas: – Town Clerk and Cllr Hine

Update

7.2 Framlingham Business Association: – Cllr Wraight and Deputy Town Clerk

Update

7.3 Inclusivity Working Group: – Cllr Hine

Deferred due to Covid restrictions

7.4 ESC Community Area Partnership: – Cllr Hine

Update on CPA priorities: Youth Development, Social Isolation, Community Transport

Next meeting by Zoom on Thursday 21 Jan 2021 6pm

Grant funding agreed, but £4000 still not allocated - propose a project from our list at 12.1 below, or suggest a local organisation to bid for this

8 GENERAL MANAGEMENT / STATISTICS & POLICIES

8.1 Website Visitors / WiFi Footfall / Geo-sense - Reports:

Monthly Data

8.2 Town Council Documents Presentation - Agendas, Minutes, Reports & Policies:

Update on revisions to presentation style for all documents
WWWWWHP editorial guide and presentation style “template”

8.3 Community Engagement Policy:

Action on policy revisions

8.4 Maintenance:

Market Hill Lime Trees, flower beds and planter tubs maintenance & planting up - move to Lands Committee - now agreed?

8.5 Survey Monkey Contract:

Renewal of the annual contract

9 WEBSITE

9.1 Website Management / Updates / Revisions:

Ongoing - issues to discuss with website manager
Update on the new Reports Page

9.2 Website Contract Review 2021/22:

Update on website aims & content, functionality & features (incl. accessibility), Contract options, Time schedule.
Plan time schedule for the year, and agree regular working group meetings

10 COMMUNICATIONS

10.1 Social Media - Instagram:

Monthly updates & any issues arising

10.2 Communication Media Policy: – Cllr Hine

Improving and developing new ways of engaging with the community - developing a Media Policy for social media use: Instagram, Framlingham Community FaceBook / NextDoor
Update on Media Policy revision

10.3 Integrated Communication:

Offer of assistance from Morag McInnes at ESC on Communication & Media - integration of all comms with the right infrastructure / platform, including Fram WiFi subscriber base.
Update on meeting proposal
WiFi - sustainable project planning and Xmas Newsletter initiative

10.4 Town Council Newsletter / Website News & Public Notices: – Cllr Hine

Improving the reporting of Council work to facilitate better public engagement, and planning a regular reporting schedule.

10.5 Annual Town Council Newsletter: – Cllr Hine

Requesting reports from all Committee Chairs using the format from last year's newsletter

11 PROJECTS

11.1 CCTV – Cllr Kitching

Update on tender responses

11.2 People & Places / Smart Towns initiative: – Cllr Garrett & Cllr Wraight
Working with ESC to develop a Town Centre Action Plan for potential grant funding.
Update from new Working Group

10.3 Community Notice Board: – Deputy Town Clerk
To consider options, costs and locations.

12 ACTION PLAN & NEW PROJECTS

12.1 Potential New Projects:

Community Communication - Framlingham Website
Friendly Community Bench
A “Great Get Together” event for 2021 (June?)
Climate Action / Recycling initiatives

12.2 Projects for local CIL funding & Community Area Partnership funding:

Current: CCTV project
New:

12.3 Action Plan Updates: – Cllr Hine

Revisions and changes
Discuss a Year Plan of aims and objectives of this committee for 2021

13 MATTERS OF REPORT

14 NEXT MEETING

Items for next agenda:

Print version of the TC Newsletter

Date: Tuesday 09th February 2021