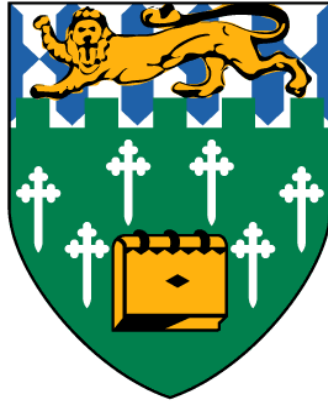


FRAMLINGHAM TOWN COUNCIL

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Visit our website:
www.framlingham.com



Town Council Chairman:
Cllr Philip Collins

Town Clerk/ Responsible Financial Officer:
Mrs Eileen A Coe CiLCA AICCM PSLCC

Deputy Town Clerk:
James Overbury BA (Hons)

townclerk@framlingham.com
dtc@framlingham.com

Date: 2nd November 2020

MEMBERS OF THE PUBLIC RELATIONS AND MARKETS COMMITTEE:

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

You are hereby summoned to attend a virtual Zoom Meeting of the:
Town Council Public Relations and Markets Committee

To be held on:

Tuesday 10th November 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)

Public Attendance:

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

To Join this meeting:

<https://zoom.us/j/99321763343?pwd=aGVLUXhwWUIrUIE3NIJ5eTNhZ014QT09>

Meeting ID: 993 2176 3343

Passcode: 717364

One tap mobile

+442034815240,,99321763343#,,,,,0#,,717364# United Kingdom

+442039017895,,99321763343#,,,,,0#,,717364# United Kingdom

Dial by your location

+44 203 481 5240 United Kingdom

+44 203 901 7895 United Kingdom

Find your local number: <https://zoom.us/u/acYRshcrTn>

Yours Faithfully,

Eileen A Coe (Town Clerk/RFO)

Public Relations and Markets Committee – Tuesday 10th November– 6pm
AGENDA

All documents relevant for the meeting have been circulated to Councillors

1 Apologies:

To receive and accept apologies for absence:

Present:

In Attendance:

Eileen A Coe (Town Clerk/RFO) and James Overbury (Deputy 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:

6.1 Electrical Inspection:

Update on monitoring of Pit 2

6.2 Saturday and Tuesday Markets:

To consider any Market pitch applications and any others received prior to the meeting - (all new applications on hold)

7 Community & Events:

7.1 Remembrance 2020:

Update

7.2 Christmas – Town Clerk:

Update on Christmas Tree for Market Hill

7.3 Community Notice Board: – Town Clerk

To consider options, costs and locations

7.4 Town Survey:

Consider new actions arising from research responses

7.5 Framlingham Business Association – Cllr Wraight and the Town Clerk

7.6 Inclusivity Working Group & ESC Community Area Partnership – Cllr Hine

Update on CPA projects: Youth Development; Social Isolation

7.7 WiFi Geo-sense reports:

Consider how to analyse these updates & how to publish the information usefully

7.8 WiFi Smart Towns initiative:

Consider next steps – email from ESC – CPA Annual Forum (Smart Towns 5th Nov)

Potential grant funding from ESC for extension to current system – Year 1 of 3 – funding for future – advertising – working with FBA – Report on Zoom meeting held with EAC and FBA on 27th October.

7.9 Post Covid Event:

Deferred until potential exit of current situation becomes evident

8 Website:

8.1 Visitor Report:

Monthly Data - plus any updating / revision issues to discuss with website manager:
Consider reinstating the events / calendar section following requests from local groups

8.2 Update on Contract Review 2021/22:

Website aims & content, Functionality & features (incl. accessibility), Contract options, Time schedule, and Action

8.3 Review of Town Council Documents Page

8.4 Website Adverts:

Report by Town Clerk

9 Communications:

9.1 New online & printed Town Guide/Town Trail:

Deferred due to current situation taking precedence

9.2 Town Council information leaflet:

Deferred due to current situation taking precedence

9.3 Communication & Community Engagement Policy:

Improving and developing new ways of engaging with the community; developing a Media Policy, including editorial guidelines

9.4 Town Council Newsletter & Website News & Public Notices:

Improving the reporting of Town Council work to facilitate better public engagement: planning a regular reporting schedule

9.5 Social Media: Instagram – Town Clerk and Volunteer

Monthly update

9.6 Town Council Letter Head design and typeface clarification:

Use of Arial font and letterheading design options

10 CCTV: – Cllr Kitching

Update

11. Action Plan & New Projects:

11.1 Potential New Projects:

11.2 Projects to be put forward for local CIL funding & Community Area Partnership funding:

Current: CCTV project, Community Communication (Framlingham Website)

New:

11.3 Updates for Action Plan:

12.Matters of report or items for next agenda:

13 Next meeting:

Tuesday 8th December 2020 at 6.00pm