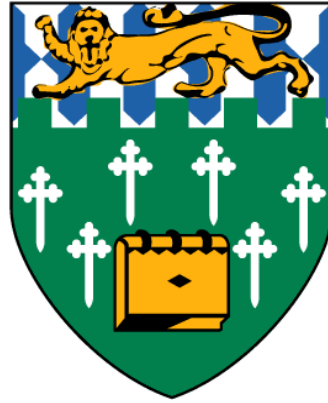


# FRAMLINGHAM TOWN COUNCIL

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

**Telephone: 01728 720183**

**Visit our website:**  
[www.framlingham.com](http://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](mailto:townclerk@framlingham.com)  
[dtc@framlingham.com](mailto:dtc@framlingham.com)

**Date: 6<sup>th</sup> October 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 13<sup>th</sup> October 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/96498174478?pwd=OXNuNIZncW9lWTYxcG9EQnBSQ256dz09>

**Meeting ID: 964 9817 4478**

**Passcode: 417368**

**One tap mobile**

**+442034815237,,96498174478#,,,,,0#,,417368# United Kingdom**

**+442034815240,,96498174478#,,,,,0#,,417368# United Kingdom**

### **Dial by your location**

**+44 203 481 5237 United Kingdom**

**+44 203 481 5240 United Kingdom**

**+44 203 901 7895 United Kingdom**

**+44 208 080 6591 United Kingdom**

**+44 208 080 6592 United Kingdom**

**+44 330 088 5830 United Kingdom**

**+44 131 460 1196 United Kingdom**

Yours Faithfully,

Eileen A Coe (Town Clerk/RFO)

**Public Relations and Markets Committee – Tuesday 13<sup>th</sup> October – 6pm**

**AGENDA**

**(PP) – All documents relevant for the meeting on the Cllrs Private Page of the website prefixed:  
PRM 20-10-13**

**1 Apologies:**

To receive and accept apologies for absence:

**Present:**

**In Attendance:**

Eileen A Coe (Town Clerk/RFO)

**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)

**6.2.1 Castleton Brass Band**

Request for use of the Charity pith on the Saturday Market in December to play Christmas carols

**6.3 Annual Review of Risk Assessments: (PP)**

Tuesday Market, Saturday Market, and Third Party events on Market Hill

**7 Community & Events:**

**7.1 Remembrance 2020:**

Update on any further action required

**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: – Cllr Hine**

Consider actions arising from analysis & recommendations in all three published reports: Communication & Town Council, Activities & Facilities, Traffic & Infrastructure

**7.5 Framlingham Business Association – Cllr Wraight and the Town Clerk**

Report on Annual Meeting

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

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

## **7.7 WiFi Geo-sense reports:**

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

## **7.8 WiFi Smart Towns initiative: – Cllr Garrett**

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

## **8 Website:**

### **8.1 Visitor Report:**

Monthly Data - plus any updating / revision issues to discuss with website manager

### **8.2 Update on Contract Review 2021/22:**

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

## **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; revising the Engagement Policy and 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, and planning a regular reporting schedule

### **9.5 Town Council Documents Presentation - Agendas, Minutes, Reports & Policies**

Consider implementation of revised presentation for all documents

### **9.6 Social Media: Instagram – Town Clerk and Volunteer**

Monthly update

## **10 CCTV: – Cllr Kitching**

Update on tender responses

## **11 Action Plan & New Projects:**

### **11.1 Potential New Projects:**

Community Communication - Framlingham Website, BusyBox Resources, Friendly Community Bench, a “Great Get Together” event for 2021, Climate / Recycling initiatives

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

Current: CCTV project

New:

### **11.3 Updates for Action Plan:**

## **12 Budget 2021/2022:**

## **13.Matters of report or items for next agenda:**

**14 Next meeting:**

Tuesday 10<sup>th</sup> November 2020 at 6.00pm