

**Agenda for the Public Relations and Markets Committee Meeting to be held
on Tuesday 10th September 2019 in The Cell, The Old Court House, Bridge Street at 7.00pm**

1. Apologies:

To receive and accept apologies for absence:

Present:

In Attendance:

Eileen A Coe (Town Clerk/RFO) and co-opted members for item 5

2. Declarations of Interest:

3. Public Comment:

4. Minutes of previous meeting:

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

5. Town Council organised Events:

- Fireworks 2nd November 2019

First Aid cover – St John Ambulance quotation £218.88

Parking – response from Sports Club

Insulated Paper cups – Mrs Grant

Wheelie Bin and Recycling bin – Cllr Fisher

Stewards List –

Buskers – Cllr Fisher

PPS/PPL – Cllr Fisher and OA

Sparklers -

6. Markets:

- **Quarterly electrical inspection and resolution of issues:**
- **To consider any Market pitch applications received prior to the meeting:**

Rajpal Singh – Coriander Kitchen

Application for a 6ft pitch on the Saturday and Tuesday Market selling freshly cooked Punjabi Indian street food such as samosas and pakoras, as well as homemade curries and other authentic Indian treats

Helen Sims – Suffolk Meadow Flowers

Application for a pitch on the Saturday Market selling fresh cut flowers and wreaths and confetti, bulbs and anything fresh seasonal cut flower related.

Jos Napier (Woodlands Bake Away)

Application for a 10ft pitch on the Tuesday Market selling cakes, fudge and slices.

- **Christmas Eve and New Year's Eve Tuesday Markets**

7. Website:

8. Communications Strategy Working Group:

- Report on meetings held – notes circulated
- Recommendations to improve existing communication
- To consider appointing a role for a Councillor as Communications Editor
- To consider recommendations relating to the monthly Town Council Newsletter, including possible blog format on the website
- To create an archive on the website for back copies of the newsletters
- To consider appointing a volunteer to restock leaflets for Town Trail etc to the Co-op, Castle, Church Porch, Doctors' Surgery and other venues
- To consider a discussion paper for improved internal communications
- To suggest that committees add an standing agenda item "Items for communication"
- To discuss the need for a Strategic Communications Policy, and consider how to create one
- To note progress on the Town Council information leaflet
- To note that changes to news distribution might involve some one-off time (and cost) by the web site manager, not yet quantified
- Update on Instagram
- Update on Town Guide
- To consider the 2021 Calendar

9. Town Council Office Matters:

10. Old Framlingham Signs:

- To consider sales

11. CCTV:

- To consider quotations received
- To consider draft Survey and distribution methods

12. Framlingham Business Association:

Report of X19 meetings

To note FBA AGM to be held on Tuesday 24th September at 5.30pm

13. WiFi:

14. Wellbeing activities and projects:

15. 2018/19 Action Plan:

- Updates
- Projects to be put forward for local CIL funding

16. Correspondence:

1/9

Fairtrade

Request for a Town Council Fairtrade representative

2/9 Historical promotions

2020 marks the 75th anniversary of the end of WW11:

75th Anniversary of VE Day (May)

80th Anniversary of Dunkirk (May)

80th Anniversary of the Formation of the Home Guard (May)

80th Anniversary of the Battle of Britain (Sept)

3/9 Resident

Copy of correspondence sent to Suffolk Coastal Norse regarding a request to relocate the bottle bank in Fore Street car park due to the noise disturbance.

17. Annual Review of Policies and documents:

- Market Regulations and Charges
- Social Media Policy

18. Strategic Planning/Communication Forum for Councillors – Thursday 24th October at 7pm

Items for Agenda

19. Matters of report or items for next agenda:

- Budget 2020/2021
- Annual review of Risk Assessments:

Saturday and Tuesday Markets

Third Party events on Market Hill

- Framlingham Calendar 2021

20. Next meeting:

Tuesday 8th October 2019 at 7.00pm