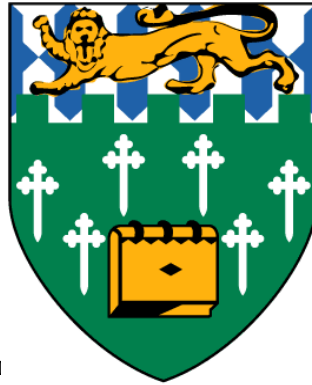


FRAMLINGHAM TOWN COUNCIL

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

townclerk@framlingham.com
dtc@framlingham.com

Visit our website: www.framlingham.co



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)

Telephone: 01728 720183

Date: 8th September 2020

MEMBERS OF THE PUBLIC RELATIONS AND MARKETS 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:
Town Council Public Relations and Markets Committee

To be held on:

Tuesday 15th September 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 5 of the Agenda.

To join this meeting:

Meeting ID: 976 4356 2163

Passcode: 476455

Dial by your location

**+44 131 460 1196 United Kingdom
+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**

Find your local number: <https://zoom.us/j/97643562163>

Please note: This meeting may be recorded.

Yours Faithfully,

Eileen A Coe (Town Clerk/RFO)

Public Relations and Markets Committee – Tuesday 15th September – 6pm

AGENDA:

(PP) – All documents relevant for the meeting on the Cllrs Private Page of the website prefixed: PRM 20-09-15

1. Election of Committee Chair:

2. Apologies:

To receive and accept apologies for absence:

Cllr G Kitching

Present:

In Attendance:

Eileen A Coe (Town Clerk/RFO)

3. Declarations of Interest:

4. Minutes of previous meeting:

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

5. Public Comment:

To adjourn the meeting for public comment

6. Town Council events:

➤ **Firework Spectacular 2020**

Cancellation acknowledged by Shell Shock Fireworks Ltd and information publicised on www.framlingham.com, Newsletters and Instagram

7. Markets:

➤ **Electrical Inspection:**

Update on monitoring of Pit 2 – Town Clerk

To consider quarterly electrical inspection carried out on 9th June – satisfactory – document on Private Page

➤ **Saturday and Tuesday Markets:**

➤ **Update on Market pitches and last quarter trading– Town Clerk**

➤ **To consider the following Market pitch applications and any others received prior to the meeting:**

(All new applications on hold until September– agreed 19th May 2020)

Conrad Hilton – The Fresh Sauce Co (Taste Collective Limited)

Freshly cooked sauces using natural ingredients. All gluten free and can be stored in the freezer for up to 3 months

Olga Owen – The Quince Tree (originally Village Foods)

Application for a 10ft pitch on the Saturday and Tuesday Markets selling preserves (Jam, Marmalade, Chutney, Pickle, Jelly) also Granola and Fudge, all home made.

Hayley Clarke

Application for a pitch on the Tuesday Market with electric, selling rugs, sheepskins, reindeer rugs, cushions, dog beds etc

Chrissie Davies

Application for a 6ft pitch on the Saturday Market selling Crafts – garlands, willow/bamboo obelisk, glass/wire sculptures, unusual plants and object d’art

Oliver Waters

Application for a pitch for a van/trailer selling plastic free dry foods (beans/seeds/coffee/loose tea/nuts etc) and possibly organic locally grown veg etc + maybe a couple of bistro tables for coffee and tea if there was room.

Emma Easter (Framlingham Soap Company)

Application for a 6ft pitch on the Saturday Market selling various sorts of soft soaps and associated items

➤ **Annual Licenses renewal (PP)**

➤ **Annual review of Market Regulations and Charges (PP)**

8. Communications:

➤ **Calendar 2021:**

➤ **Newsletters: (Town Council News and Fram at Home)**

➤ **Content for the Town Council Newsletters and publishing**

➤ **Website:**

To report on meeting with Website Manager

Accessibility Regulations

Content and design

Website Contract (3 year contract 2017 – 2020 with option to renew for further 2 years before going out to Tender – renew until 2021) To consider final year 1st April 2021 – 31st March 2022.

Future of Website – Cllr Wraight

Standardising of file names - agree final File Name Crib Sheet Guide for all to use (PP)

Website Adverts – Town Clerk

➤ **New online Town Guide/Town Trail plus accessible print version:**

Deferred due to current situation taking precedence

➤ **Town Council information leaflet:**

Deferred due to current situation taking precedence

➤ **Annual Newsletter:**

Update on PDF version agreed at last meeting

➤ **Instagram – Town Clerk and Volunteer:**

Update

➤ **Community Engagement Policy – Cllr Hine**

Update

➤ **Town Survey:**

Analysis Reports - Agree which documents to publish now, and where to publicise this.(PP)

➤ **Notice Boards:**

To consider procedure and possible new Notice Board (PP)

➤ **Agendas, Minutes & Meetings Structure**

9. CCTV – Cllr Kitching

10. Framlingham Business Association – Cllr Wraight and the Town Clerk

To note FBA AGM – 23rd September

11. Christmas Working Group – Cllr Wraight and the Town Clerk:

Update on Christmas Tree for Market Hill

12. WiFi:

Geo-sense reports

Smart Towns initiative – next steps – email from ESC (PP)

Potential grant funding from ESC for extension to current system

Year 1 of 3 – funding for future – advertising – working with FBA

13. Inclusivity Working Group – Cllr Hine

Report of meeting held on 18th June

14.Action Plan:

➤ Updates

➤ Projects to be put forward for local CIL funding

15. Correspondence: (PP)

1/7 Resident

Poem about Framlingham for newsletters

2/7 Resident

Emails relating to flower cycles

3/7 Resident/Market Trader

Email with suggestions on how to improve the markets

4/7 Ruby Tyger

Email raising concerns relating to Licensed Trader selling clothes on the Market which are similar to the products available in the shop

5/7 Market Trader

Assault on Market Trader by a member of the public

6/7 Market Supervisor

Email raising concerns relating to cars parked on the market area on Market days.

16. Annual Review of Risk Assessments: (PP)

Tuesday Market

Saturday Market

Third Party events on Market Hill

17. Remembrance 2020:

18. Budget 2021/2022:

19. Matters of report or items for next agenda:

20. Next meeting:

Tuesday 13th October 2020 at 6.00pm