

**Minutes of the Public Relations and Markets Committee Meeting held
on Tuesday 13th February 2018 in The Cell, The Old Court House, Bridge Street at 7.30pm**

1. Apologies:

None, all present.

Present:

Cllr S Bennell, Cllr L Clouting (Chair), Cllr S Hopkins, Cllr G Kitching, Cllr Simpson and Cllr B Roberts

In Attendance:

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

2. Declarations of Interest:

None

3. Public Comment:

None..

4. Minutes of previous meeting:

Cllr Clouting proposed the minutes of the meeting held on Tuesday 9th January (circulated in draft form prior to the meeting) were approved as an accurate record, which was seconded by Cllr Hopkins and with one abstention due to absence all were in favour.

Cllr Clouting then signed the minutes.

5. Town Guide:

Cllr Bennell reported on progress to date and suggested a main guide containing things that don't change in order to extend the lifespan of the brochure and an additional mini-retail shopping/leisure guide. However, it was felt that the Framlingham.com website covered all the retail/leisure activities which could be signposted via the main Town Guide. It was agreed for Cllr Bennell to produce a specification for an A5 version in full colour with a fold out central map with Town Council copyright, and the Town Clerk would obtain quotations for consideration at the next meeting.

6. Council organised Events:

Firework Spectacular 2018:

A meeting had been held with Shell Shock Fireworks and the format of the display was agreed.

The Contract from Shell Shock Fireworks for a display costing £4,500 including vat was approved.

The Town Clerk would undertake further investigation of costs and options for LED bulbs for a new festoon.

The Town Clerk reported that £2,000 of profit had been transferred to the Ents Reserve A/c to date.

Parking and PRS/PLL Licences would be investigated further.

Soap Box Race 2018:

It was noted that the Event Insurance would not cover competitors who would need their own insurance cover. The Town Clerk advised of cover availability from Sports Cover Direct costing between £8 -£10 for each competitor. However, there was some concern that this would put off entrants, and there would be no entry on the day unless proof of insurance was provided. A disclaimer had been suggested but the Event Insurance had categorically stated this would not be acceptable. The Deputy Town Clerk would investigate the options further and report back to the next meeting.

The Town Clerk advised of the costs for Traffic Management, which would be recommended to Full Council for approval. She had also applied to Suffolk County Council for a road closure as agreed.

The quotation from Synergy Audio for PA services would be recommended to Full Council for approval.

A half page advert costing £40 in Framfare was agreed.

The Poster had been drafted and once insurance details had been agreed would be revised for approval.

The Risk Assessment and an Event Management Plan had been drafted by the Town Clerk for approval at the next meeting.

Costs for 10x Red and 10 x Green checked coloured flags at £2.50 each plus delivery was agreed.

SCN had agreed to provide the street cleaning on 21st May and a large Wheelie Bin to be sited in the Library car park at a cost of £80 +vat, which was agreed.

A cost to hire a petrol powered vacuum from Ernest Doe would be investigated.

A PRS/PLL Licence would be investigated further.

Cllr Hopkins would ask Mr Wade to concentrate on the designated website and obtain sponsorship for barriers.

The Town Clerk and Deputy Town Clerk would pursue other sponsors and the Town Clerks draft costings for advertising were agreed.

Cllr Garrett would be invited to be the official photographer for the event.

The cost of a maximum of £600 for straw bales would be recommended to Full Council for approval.

Scarecrow Festival:

It was agreed for the Town Clerk to contact Framlingham Sports Club with the proposal, which it was felt would also help to promote the Gala. If they were in agreement then a poster would be drafted and advertised on the website for everyone to take part. This item would also be raised at the next Framlingham Business Association meeting with encouragement for all businesses to take part.

It was agreed for the committee to participate and make a Town Council Scarecrow to be displayed outside the Town Council Office.

7. Markets:

➤ **Tuesday Market:**

The Town Clerk reported that some market traders had complained that the grounds works carried out on Tuesday 30th January had caused problems for them with dust and noise etc. Following discussion it was agreed to deduct the days pitch fees from the next quarters rent as a gesture of goodwill. The Town Clerk advised that this would amount to £63.50 in total.

➤ **Saturday Market:**

Concerns had been raised by some market traders relating to a casual trader and also the fair use of electrical sockets. Following some discussion it was agreed for the Town Clerk to monitor the situation and this matter would be re-visited when the market regulations were reviewed.

➤ **Market pitch applications:**

Adam Barker

Request to add framed and un-framed prints and canvasses of wildlife and its surroundings to include animals and plants. Approved

Doodle Donuts

Request to add hot-donuts to current licence (new food van 8ft x 6ft from March) Approved.

Alison Armitage

Request to add homewares to include: candles, reed diffusers, handwash, handcream, shower cream, perfume, to current licence. Approved.

➤ **Electrics:**

Report on completed electrical refurbishment – noted and filed for reference.

The quotation from R W Curle for the quarterly inspections at £220 was considered. As the quotation was considerably more than charged previously by another contractor when the old system was in place and now a brand new system was in place there should be minimal work, the Town Clerk was requested to ask R W Curle to re-visit this cost.

The quotation from R W Curle for a replacement mcb fuse board at £449.31 was considered and it was agreed to recommend approval to Full Council.

➤ **Icy Conditions:**

The Town Clerk provided a copy of Suffolk Highways Winter Service Plan as requested at the last meeting and reported on Suffolk County Council's gritting procedures during icy conditions. She had also put an article on grit bins and designated grit spreaders in the February Town Council Newsletter.

It was felt that the main road through to Market Hill and beyond should be gritted and a cost for this would be pursued.

➤ **Market signs:**

The Town Clerk reported that the signs were old, deteriorating and a safety hazard. It was agreed to purchase 2 new A3 Saturday Market and 2 new A3 Tuesday Market signs at a cost of £45 each plus £15 delivery – Total cost: £195 from budget 1647 (Street Cleaning Services -£260 left).

8. Website:

No business.

9. Town Council Office Matters:

- Mailchimp – The Town Clerk and Office Assistant had attended a training course and this would replace the current electronic communications procedure in due course.
- Facebook and Twitter etc – There was some discussion and it was agreed for Cllr Clouting to lead this project with the help of the Office Assistant. A Communications Policy would be drafted for approval.

- Framlingham Calendar 2018 – The Town Clerk reported that there were 38 left in stock and it was agreed to reduce these to half price.
- Annual Newsletter 2017/2018 – The Town Clerk reported that this was in progress and would be finalised in time for the next meeting.

10. Framlingham Signs:

Options for design awaited – deferred to next meeting.

11. Framlingham Business Association:

Cllr Clouting and the Town Clerk had attended the last meeting on 5th February and along with Cllr Kitching had attended a planning meeting on 6th February. Another planning meeting to co-ordinate events in the town would be held in the autumn.

- Town centre CCTV:

The Town Clerk reported on the options and quotations received from Westrock CCTV and Secure Response Services. Revised quotations would be sought to enable individual premises monitoring and considered at the next meeting.

12. 2017/18 Action Plan:

No business.

13. Correspondence:

Item 1/02-From the Loft Fairs

Request for the use of the Market Hill and electricity supply for a commercial venture on Sunday 5th and Sunday 12th August (Antiques and Collectors Fair) Following consideration the Town Clerk was requested to obtain further details and report back to the next meeting.

Item 2/02 Suffolk Coastal District Council

Consultation on the introduction of a licensing policy for Rickshaws. It was agreed for the Town Clerk to respond.

14. Matters of report or items for next agenda:

It was reported that the Annual Parish Meeting would be held on Monday 23rd April at The Headmaster Porter Hall at 7.30pm.

Photographs for the Framlingham Calendar 2019 were considered and would be presented to the next meeting for approval.

Cllr Kitching reported that an Arts weekend was planned for the town in August 2019.

Cllr Hopkins reported his apologies for the next meeting.

15. Next meeting:

Tuesday 13th March at 7.30pm

Meeting closed 20.56