

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

1. Apologies:

Apologies were received and accepted from Cllr S Bennell.

Present:

Cllr L Clouting (Chair), Cllr S Hopkins, Cllr G Kitching, Cllr J 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 13th February (circulated in draft form prior to the meeting) were approved as an accurate record, which was seconded by Cllr Simpson with all in favour.

Cllr Clouting then signed the minutes.

5. Town Guide:

Deferred to next meeting.

6. Council organised Events:

Firework Spectacular 2018:

Revised costs for festoon and LED bulbs – deferred to next meeting

The Town Clerk reported that Framlingham Sports Club were willing to provide car parking for the event at a cost of £2 per car. It was agreed to accept this offer and request that directional signage is put out on the day. PRS/PLL Licence – in progress.

Soap Box Race 2018:

It was agreed to have three separate categories:

Adult - (up to 3 drivers per cart) - £15 per cart

High School age - (up to 3 drivers per cart) – £15 per cart

Primary School age - (up to 3 drivers per cart) – Free

In order to comply with the Town Councils event insurance each driver must have appropriate Public Liability insurance in place, which could be obtain from sportscoverdirect.com at a cost between £8.96 and £10.39 for the day.

Poster -revised and agreed

Risk Assessment – revised and agreed

Event Management Plan – agreed.

Flags – purchased as agreed at last meeting

PRS/PLL Licence – The cost of £65.17 was agreed

Sponsorship – The Town Clerk would progress this now that the above details had been agreed.

Scarecrow Festival:

The Town Clerk reported that Framlingham Sports Club had responded with enthusiasm but felt that it was too late for this year but would be pleased to include it in the programme of events for 2019. They had suggested some entries in the parade with the flower power theme to help promote the idea for next year, which was noted.

7. Markets:

➤ **Tuesday Market:**

The Town Clerk reported that Over The Moon Café was no longer attending on Tuesdays, which was noted.

➤ **Saturday Market:**

No business.

➤ **Market Pitch Applications:**

The following application was considered:

Antony Knights – Suffolk Coffee Pod

Application for an 8ft pitch on the Tuesday Market with locally sourced and roasted barista coffee, coffee beans, ground coffee, teas, selection of cold drinks and cakes. Approved

➤ **Electrics:**

The Town Clerk had contacted R W Curle as requested at the last meeting and they had reduced the quotation for each quarterly inspections from £220.00 to £ 190.00 as a gesture of goodwill, but bearing in mind that there were now an extra 6 small consumer units one in each pop up box, so there were now an extra 12 circuits to inspect and test to what there was in the old system. Approved

8. Website:

It was noted that some updating was need and this matter was in progress.

➤ **Social Media**

Following discussion it was agreed not to pursue Facebook or Twitter. However, it was agreed for Cllr Clouting to investigate options for Instagram with the Office Assistant.

➤ **Framlingham Calendar 2019**

The final 13 photographs were agreed. The Town Clerk requested approval to offer a free advert to Framlingham College as a small gesture of goodwill for all their recent help with the problems with the Allotment tap which was agreed. She also reminded members that Leos Deli would also have a free advert as part of the agreement relating to the electricity supply to the light in Queens Head Alley, which was noted.

➤ **Annual Newsletter 2017/2018**

The Town Clerk reported that work was almost complete thanks to the Office Assistants sterling efforts and it was agreed for the final draft to be agreed by Cllr Clouting and Cllr Kitching.

➤ **APM Catering**

The cost of £75 for Framlingham College to provide light refreshments was agreed.

➤ **Market Hill Notice Board**

The Town Clerk advised that the planning permission expires in August this year. Following some discussion Cllr Simpson proposed that no further action be taken on this matter which was seconded by Cllr Hopkins with 2 in favour 2 abstentions and 1 against.

10. Framlingham Signs:

Options for design were considered and agreed. Cllr Bennell's opinion on the final choice would be sought.

11. Framlingham Business Association:

➤ **Town centre CCTV:**

The Town Clerk reported on the options and quotations received from Westrock CCTV and Secure Response Services for CCTV equipment with individual premises monitoring. It was agreed to report the costs to the FBA 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) Further details and an Events Management Plan had been requested, but no response had been received to date.

14. Matters of report or items for next agenda:

Cllr Hopkins requested an agenda item for the next meeting:

Mobile Youth Facility on Pageant Field – The Town Clerk advised that this was a Lands Committee issue.

Agenda item for Lands Committee in April.

15. Next meeting:

Tuesday 10th April at 7.30pm

Meeting closed 20.27