

**Minutes of the Public Relations and Markets Committee Meeting held
on Tuesday 10th April 2018 in The Cell, The Old Court House, Bridge Street at 7.30pm**

1. Apologies:

Apologies were received and accepted from Cllr 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)

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 March (circulated in draft form prior to the meeting) were approved as an accurate record, which was seconded by Cllr Kitching with all in favour. Cllr Clouting then signed the minutes.

5. Town Guide:

A specification was in progress

6. Council organised Events:

Firework Spectacular 2018:

The revised costs for a festoon and led bulbs was considered. It was agreed to purchase a 40m led set from Festive Lights Ltd at a cost of £151.20 + vat from Budget 2201.

PRS/PLL Licence – in progress

Dynamic Fireworks Ltd – Letter offering services for future displays. Noted and filed for future reference.

Soap Box Race 2018:

Cllr Clouting, Cllr Hopkins, Cllr Kitching, Mr Wade and the Town Clerk had met prior to the meeting to discuss the event. Another meeting would take place on Monday 14th May at 6pm. The sponsorship to date was noted and it was agreed to pay £40 for a half page advert in the May edition of Framfare.

7. Markets:

➤ **Tuesday Market:**

No business.

➤ **Saturday Market:**

No business.

➤ **Market Pitch Applications:**

The following applications were considered:

A J North

Application for a 6ft casual pitch on the Saturday Market selling Vintage and Antique furniture, Bric-a-Brac and small vintage items. Approved

Lise Sharp

Application for a 13ft pitch on the Saturday and Tuesday Market for Silver Rocket Café including tables and 10 chairs selling hot and cold drinks, gluten free, vegan and veggie buffet food. Approved for Saturday only with the proviso that no hot drinks would be sold when Over the Moon Café was present.

Erasmia Kyriakou

Application for a 7ft pitch on the Saturday Market selling vegan baked goods (cakes, tray bakes, deserts and chocolate truffle balls etc) Approved

David Read (Deben Interiors)

Application for a 15ft pitch on the Saturday Market selling vintage and architectural/refurbished salvaged furniture for inside and garden Approved

Following discussion on the market stalls it was agreed for the Town Clerk to prepare a Press Release advertising, promoting and encouraging new stalls onto the markets, particularly vintage and antique type stalls which were very popular at the moment and it was felt that this would encourage footfall.

8. Website:

It was noted that there were some inaccuracies and information was currently being updated by the Office staff along with the website manager.

➤ Mailchimp :

It was noted that the monthly Town Council news had been sent out using this new process, which was working well.

➤ Instagram

Cllr Clouting reported that she was working with Office Assistant on this task.

➤ Market Hill Notice Board

A suggestion had been received that the Notice Board which was funded and is for use by Framlingham Town Council, Framlingham College and Framlingham Business Association, should have a notice explaining the board is only for the use of these organisations and is not a public notice board. It was agreed for a laminated notice with the following wording to be put in the Notice Board: This Notice Board is jointly funded by and for the use of Framlingham College/Framlingham Town Council and Framlingham Business Association. Any other notices are displayed at the discretion of the Town Clerk.

10. Framlingham Signs:

Options for an alternative design had been requested from the supplier and would be considered at the next meeting.

11. Framlingham Business Association:

➤ Town centre CCTV:

The Town Clerk reported that she had met with the FBA Secretary to discuss the quotations received.

12. 2018/19 Action Plan:

The Action Plan was considered and updates agreed.

13. Correspondence:

13/1 East Suffolk

Annual Love East Suffolk litter pick scheme. The Town Clerk reported that the Framlingham WI were undertaking a litter pick under this scheme on Monday 30th April.

13/2 Framlingham Business Association

Request for a financial contribution towards a proposed printed 'legacy' handout (2500 copies) for the Women's Cycle Race and 2,500 copies for general use in Framlingham going forward. (Content similar to the now out-of-date Town Guide)

Cllr Clouting reported that an email had been received from the FBA Vice-Chairman who had advised that the proposal had been changed, so as not to duplicate the Town Guide. The FBA would now produce a 'Sports-themed' publication, highlighting local sporting clubs and associations, the annual tennis tournament and local cycling and walking routes. There would be a map indicating where to shop, eat and stay in order to keep visitors in town especially on the day of the Tour Race. No specific design work had been carried out but funding was available to allow the project to begin. Funding from the Town Council would go towards increasing the print run number, allowing the publication to be used into 2019 and beyond.

There followed some discussion and the Town Clerk noted that normally a Grant Application form would be sent, but as the next grants deadline was 30th June this would be too late, she also advised of funds available in the budget allocated for the new Town Guide and the PR Promotions Ear Marked Reserve.

Cllr Kitching proposed to contribute £250 using funds from the new Town Guide budget which was agreed.

Cllr Hopkins reported that he was involved with the Cycle Tour in other ways representing the Town Council and FAYAP.

14. Matters of report or items for next agenda:

Cllr Simpson reported that he would be conducting a survey of people using the Wickham Market Train Station and would provide a copy of the results to the Town Clerk for use by the Infrastructure Plan Committee.

15. Next meeting:

Tuesday 8th May at 7.30pm

Meeting closed 20.17