

**Minutes of the Public Relations and Markets Committee Meeting held
on Tuesday 8th May 2018 in The Cell, The Old Court House, Bridge Street at 7.30pm**

1. Election of Committee Chairman:

Cllr Hopkins proposed Cllr Clouting as Committee Chairman, which was seconded by Cllr Simpson with all in favour.

2. Apologies:

Apologies were received and accepted from Cllr S Bennell, Cllr S Garrett and Cllr G Kitching

Present:

Cllr L Clouting (Chair), Cllr S Hopkins, Cllr J Simpson

In Attendance:

Mrs Eileen A Coe (Town Clerk/RFO)

3. Declarations of Interest:

None.

4. Public Comment:

None.

5. Minutes of previous meeting:

Cllr Hopkins proposed the minutes of the meeting held on Tuesday 10th April (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.

6. Town Guide:

A specification would be considered at the next meeting.

7. Town Council organised Events:

Firework Spectacular 2018:

No business.

Soap Box Race 2018:

The Town Clerk reported that she had secured £2,075 worth of funding towards the event along with promised funding of £500 each from DCllr Hudson and DCllr Rous, plus CClr Burroughes. She expected that the income would cover all the costs involved.

Costs of up to £300 for extra bales needed was agreed.

Cllr Hopkins reported that the new Start Ramp had been sponsored, so there would be no cost involved.

The Town Clerk would provide Cllr Hopkins with the Stewards List, and he would complete. Stewards not setting up from 8am would be requested to attend a Stewards Briefing at 11.30am. Stewards were also needed at the end of the event to help pack away equipment and clean up.

Cllr Hopkins would arrange delivery of the Road Closure Advance Warning letters to all properties in Bridge Street, Market Hill and Church Street. The Town Clerk would erect signs on the Market Hill and also the SCC Notice of Road Closure permit.

8. Markets:

➤ **Tuesday Market:**

An email received from a regular trader was considered. Matters relating to the Tuesday Market were discussed and it was agreed there would be no changes to the current process for payments nor any reduction of Tuesday Market rents. The annual review of the Market Regulations would take place in September. It was noted that the annual review and renewal of Market Licences would take place in July. Following some discussion and in the light of all the information received from various parties it was agreed to formally write to the trader advising under the terms of the Market Regulations (24 and 28 below) one month's notice would be given and the Market Licence for Tuesdays would not be renewed at the Annual Renewal in July. This would not affect the Saturday Licence.

24. The Town Council is under no obligation to renew the market license at the end of the year (currently July) and reserves the right to give one month's notice of termination in writing.

28. The Council reserves the right in their absolute discretion to refuse stallage to any particular person or persons without giving any reason whatsoever.

➤ **Saturday Market:**

No business.

➤ **Market Pitch Applications:**

The following application were considered:

Christopher Mason

Application for an 8ft pitch on the Saturday Market selling vintage upcycled lighting (fully PAT tested)
Approved.

➤ **Press Release:**

The press release produced by the Office Assistant as suggested at the last meeting was approved.
A half page advert at £40 in Framfare was agreed. The press release would also be sent to the EADT and Community News along with the Town Council Monthly News.

9. Website:

No business.

10. Town Council Office matters:

➤ **Flower tub planting:**

The Town Clerk reported that she had started on the voluntary process of clearing and planting for the summer months. Each of the 11 tubs had been sponsored by local people or businesses. The bulbs had been lifted and put in storage ready for re-planting in the autumn. The purchase of plants within the allocated budget was agreed.

➤ **Flower tub watering:**

Following some discussion Cllr Simpson agreed to water the 3 tubs in Well Close Square on a voluntary Basis. The Town Clerk advised that the G&P Contractor would water the 2 tubs at the Cemetery gates. Following some discussion it was agreed to pay £10 per day, 3 days a week for someone to water the 3 tubs on Market Hill, 3 tubs in the Churchyard and the War Memorial garden. It was noted that there was sufficient funds in the allocated budget for this purpose. Watering cans would be made available and Cllr Simpson would investigate arrangements to be made through a local retailer and report to the Town Clerk who would oversee the project. It was agreed that the watering would start once the planting had been completed at the end of May and would continue until mid-September depending on weather conditions. Payment would be made monthly on receipt of an invoice.

11. Framlingham Signs:

Options for an alternative design had been requested from the supplier and were considered. It was agreed that further investigation on design and installation options was needed and would be considered once received.

12. Framlingham Business Association:

No business.

13. 2018/19 Action Plan:

No business

14. Correspondence:

14/1 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 21st May

14/2 National Youth Choir

Email requesting permission for a 'pop-up' performance on the Market Hill on Saturday 25th August at around 12- 12.30 for 30 minutes with 70-90 members singing. No equipment or staging required. Agreed.

15. Matters of report or items for next agenda:

The Town Clerk reported on the meeting with Police relating to the Gala weekend which was noted.

16. Next meeting:

Tuesday 12th June at 7.30pm

Meeting closed 20.42