

**Minutes of the Public Relations and Markets Committee Meeting held
on Tuesday 9th October 2018 in The Cell, The Old Court House, Bridge Street at 7.30pm**

1. Apologies:

Apologies were received and accepted from Cllr S Hopkins and Cllr S Garrett

Present:

Cllr S Bennell, Cllr L Clouting (Chair), Cllr G Kitching and Cllr J Simpson

In Attendance:

Mrs Eileen A Coe (Town Clerk/RFO)

2. Declarations of Interest:

Cllr Bennell declared an interest in item 14. Correspondence and signed the Interest Book.

3. Public Comment:

None.

4. Minutes of previous meeting:

Cllr Clouting proposed the minutes of the meeting held on Tuesday 11th September (circulated in draft form prior to the meeting) were approved as an accurate record, which was seconded by Cllr Kitching and with one abstention due to absence all were in favour.

Cllr Clouting then signed the minutes.

5. Town Guide:

Cllr Bennell and Cllr Clouting reported on the progress to date. Further information would be presented to the next meeting.

7. Council organised Events:

Firework Spectacular 2018:

The revised Risk Assessment was agreed.

The Town Clerk reported on the organisation and details to date which was noted.

The Advance Ticket Lucky Number Raffle prize would consist of a Fram Bag, Fram Calendar, Chocolates and 4 tickets for the next display.

The Town Clerk had contacted Shellshock and they had kindly agreed to provide 100 packs of sparklers for the event free of charge. She had also contacted SCN for a large wheelie bin and they had kindly agreed supply and collection free of charge. The Scout and Guide HQ had agreed to provide 6 large and 1 small table along with 6 chairs.

Mulled wine/Apple Juice £2 and Earl Soham Beer £3 pint was agreed.

Stewards would meet at 1pm on the Pageant Field to erect tents and set up equipment. All other stewards had been requested to meet at 5pm for a Stewards Briefing/Hi-Vis Jackets and instructions.

The Town Clerk advised that 6 more stewards were needed at 5pm and she was waiting to hear back from the Explorer Scouts.

Soap Box Race 2019:

Barriers/Straw bales – It was agreed for the Town Clerk to request the Deputy Town Clerk to investigate straw bales and barrier suppliers.

The Town Clerk would ask the EADT to publicise the need for straw bales for the event.

8. Markets:

Tuesday Market:

The comments and suggestions from the Market Supervisor were noted.

Following some discussion it was agreed to produce a flyer advertising the Markets and how to apply for a pitch.

Members would then distribute these to other markets.

The Town Clerk suggested an incentive to encourage current Market Licence holders both casual and regular on a Saturday, to attend on a Tuesday as well during the winter months. It was agreed to contact all current Market Licence holders offering a free trial month (4 market days during November 2018– March 2019) which would need to be pre-booked if possible due to limited space available.

➤ **Market Pitch Applications:**

None.

➤ **Annual review of Market Regulations:**

Reviewed with no changes.

➤ **Annual review of Market Charges**

The Town Clerk reported that she was in the process of compiling a comparison with other markets in the area and was awaiting information from Southwold and Saxmundham before presenting the document to the committee at the next meeting.

➤ **Annual review of Markets Risk Assessment – Cllr Kitching**

Reviewed and approved.

➤ **Annual review of Third Party events on Market Hill Risk Assessment – Cllr Kitching**

Reviewed and approved.

9. Website:

No business.

10. Town Council Office matters:

➤ Instagram

Cllr Clouting had drafted a policy, which would be circulated to members prior to the next meeting.

11. Framlingham Signs:

The Town Clerk reported that with the assistance of CClr Burroughes she had finally received a response from Suffolk County Council to the queries raised in July. However, Suffolk County Council had advised that modifications were needed to the agreed design to meet the regulations, and required proof that Hudson Signs are able to process NRSWA accreditation, public liability insurance, utility searches and sideways mounting height clearances. There was also a question regarding the existing posts which should be black and vegetation clearance in front of the sign faces and trimming of hedges to enable adequate sight lines. The Town Clerk had responded requesting a cost for SCC to carry out all the work required with Hudson Signs providing supply of the modified signs only. She had also contacted Hudson Signs with all the queries raised by SCC and was awaiting a response. She noted that CClr Burroughes had agreed to fund the new signs from his highway budget, but in the light of the above information the costs may increase. It was agreed for the Town Clerk to continue with this matter and report back to the next meeting.

12. Framlingham Business Association:

Cllr Clouting and the Town Clerk had attended the last meeting. They would also attend the next meeting to further consider Floral Fram 2019 and CCTV and also to raise the matter of WiFi on the Market Hill.

Cllr Clouting reported that she and the DTC had attended a meeting at SCDC to discuss Wi Fi and potential funding that may shortly become available. This would be an agenda item for further discussion at the next meeting.

13. 2018/2019 Action Plan:

No updates

14. Correspondence:

Friends of St Michael's Church

Information on the Christmas Tree Festival starting on Saturday 1st December. The theme this year would be Christmas Wonderland. It was agreed to decorate a tree as usual.

15. Bus service to Wickham Market railway Station:

Cllr Simpson reported on his findings to date and suggested a trial period to start with.

It was agreed to include questions on this matter in Town Survey to be sent out after the May 2019 elections.

Cllr Simpson agreed to speak to HOUR Community.

It was agreed to discuss this matter further at the Strategic Planning meeting in November.

16. Remembrance:

The Town Clerk reported on the format and procedure, which would be circulated to all Councillors. She also advised that the RBL Framlingham Branch had agreed to pay the fee for the band this year.

Following information from Bill Bulstrode and with the support of the FBA It was agreed to provide £100 towards the cost of 45 flags to be positioned by the Fire Brigade on the flag poles around the town centre for Remembrance Day from Budget 1136.

17. Budget 2019/2020:

Cllr Clouting and the Town Clerk/RFO had met to discuss the requirements and these were considered further by the Committee and the first draft agreed, which would be presented to the Finance Committee.

18: Matters of report or items for next agenda:

- Wi Fi on Market Hill
- Town Trail – Cllr Beal F/C 4/10

18. Next meeting:

Tuesday 13th November at 7.30pm

Meeting closed at 20.56