

**Minutes of the Public Relations and Markets Committee Meeting held
on Tuesday 13th November 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 Garrett, Cllr S Hopkins, Cllr G Kitching and Cllr J Simpson

In Attendance:

Mrs Eileen A Coe (Town Clerk/RFO) and two members of the public

2. Declarations of Interest:

None

3. Public Comment:

One person reported that he was a keen supporter of the 'Parkrun' community running scheme and provided a map and details of a proposed Framlingham Park Fun Run, which he hoped could be started next year in late May every Saturday morning. Parkrun UK has approved the location at Thomas Mills High School using the playing fields and agricultural land belonging to PC Kindred and Son. (2 laps of 2.5K) Parkrun UK oversees and supports all Parkrun events and also provides start-up training plus all the equipment required to get going. For this a one-off fee of £3,000 is charged and this needs to be raised. Therefore, a grant application has been submitted to the Town Council.

4. Minutes of previous meeting:

41131118 Cllr Clouting proposed the minutes of the meeting held on Tuesday 9th October (circulated in draft form prior to the meeting) were approved as an accurate record, which was seconded by Cllr Simpson and with two abstentions due to absence all were in favour.

Cllr Clouting then signed the minutes.

5. Town Guide/Town Trail leaflet:

Cllr Bennell reported that due to other priorities no further progress had been made.

Town Trail leaflet – raised by Cllr Beal at Full Council on 4th October.

Following some discussion it was agreed to continue with the current format, which is very popular, for the foreseeable future.

7. Town Council organised Events:

Firework Spectacular 2018:

The Town Clerk reported on the income and expenditure to date and it was noted that a profit of around £2,500 had been made.

Thank you emails and letters had been sent to all helpers.

71131118 Cllr Clouting proposed to adjourn the meeting to allow a member of the public to speak which was agreed.

The member of the public who had kindly helped during the day and evening of the event made suggestions for the next event regarding the type of cups used for the mulled wine and hot apple juice and it was agreed that this should be investigated further. It was also suggested that the charge for Mulled wine be increased next year which was noted.

72131118 Cllr Clouting then reconvened the meeting and the member of the public left the meeting.

Further discussion followed relating to the event:

73121118 A donation of £200.00 to the Framlingham Scout and Guide Group was agreed.

74131118 A donation of £200.00 to the Deben Scout Group was agreed.

75131118 It was agreed to purchase items of equipment up to the value of £100 required for the next event.

76131118 It was agreed to transfer the remaining profit to the Entertainments Reserve Account and the Town Clerk/RFO would produce a final Income and Expenditure Report at the next meeting.

It was noted that the parking provided by Framlingham Sports Club had worked out well and they had made approximately £300 for the Club.

The display by Shellshock Fireworks had received lots of positive comments and although it was good all the way through, there was no spectacular finish. Therefore, it was agreed to suggest a big finale and no flame thrower next year.

Cllr Hopkins noted the long history of the event and how younger people were now needed to take over some of the organising and management of the event.

77131118 Following some discussion it was agreed to co-opt four members of the public to the Committee with the specific purpose of helping to organise and manage the Firework Spectacular and Soap Box Race. It was agreed to advertise the need for more public participation, without which the future of these two events would be in doubt. The Schools and Youth Groups would also be contacted.

78131118 The date for the next event was agreed as Saturday 2nd November 2018.

79131118 It was agreed to recommend approval to Full Council to book Shellshock Fireworks to provide the display on 2nd November 2019 with budget of £5000.

Soap Box Race 2019:

Barriers/Straw bales – The Town Clerk reported that the Framlingham Business Association Events Manager had offered the loan of some barriers and he had also kindly offered to try to source 750 straw bales for the event.

The Town Clerk noted that the Elections would take place in May 2019 and a new Town Council would be elected. She also noted that a Flower Festival in St Michael's Church was being planned over the late May Bank Holiday weekend as well as the annual Gala and a road closure on the Sunday during this event may cause access difficulties.

Therefore, a date of Sunday 2nd June was proposed and all current Committee members agreed to participate.

710131118 The date of Sunday 2nd June for the event would be put forward to Full Council for approval. The Budget of £3,000 expenditure was also confirmed with an expected income of £3,000 (£600 in EMR to be used for any shortfall as external funding would be reduced in 2019)

Love Your Local Market 2019 (17th – 31st May - Saturday 18th & 25th/Tuesday 21st & 28th)

711131118 It was agreed to raise the LYLM flag during this period and to provide 'Music on the Market' to enhance the two Saturday dates.

Armed Forces Day 2019 (Saturday 29th June)

712131118 It was agreed to raise the flag and provide two free pitches for organisations such as Help4Heroes and SSAFA. The Framlingham Branch of the RBL would also be invited to contribute.

Arts Festival – Cllr Kitching and Cllr Hopkins agreed to investigate volunteers to undertake the organisation and management of an event.

Floral Fram 2019 – (St Michael's Church Flower Festival and Gala on end of May Bank Holiday weekend) – Cllr Clouting and the Town Clerk had attended the Framlingham Business Association meeting earlier in the evening and along with the Town Council organised and managed Allotment Competition, 11 flower tubs, War Memorial Garden and 5 decorated cycles had requested the FBA encourage its members to put up hanging baskets and plant under the Lime trees on the Market Hill. The FBA had agreed to set up a Working Group to investigate possibilities. The Committee would consider a Best Hanging Basket prize or similar during further discussions.

8. Markets:

Tuesday Market:

A flyer advertising the Markets and how to apply for a pitch had been produced and was circulated.

The 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 with a free four week trial, had not received any response to date. However, traders would be reminded and encouraged again after Christmas.

81131118 The Town Clerk suggested providing a Charity Pitch on the Tuesday Market which was agreed.

➤ **Market Pitch Applications:**

Piran Furniture

82131118 Application for a 12ft pitch on the Saturday market selling restored and reinvented antique furniture to include retro and vintage. Approved.

Tim Clover

83131118 Application for a 12ft pitch on the Saturday market selling vintage clothes. (previously held licence expired) Approved.

➤ **Market Electricity:**

The quarterly Inspection Report was noted. The next Inspection would take place in December. The Town Clerk had negotiated a reduction in the cost of the quarterly inspections with R W Curle from £220 to £190, which was noted.

➤ **Annual review of Market Regulations:**

Reviewed with no changes and would be recommended to Full Council for approval.

➤ **Annual review of Market Charges**

The Town Clerk had compiled a comparison of charges and facilities of other markets in the area including Beccles, Woodbridge, Southwold and Saxmundham which was noted.

84131118 It was agreed to increase the Charity Pitch from £3 to £5 per market day, but no other changes to the current charges.

The review would be presented to Full Council for approval.

9. Website:

No business.

The order of business was re-arranged at this point

12. Framlingham Signs:

The Town Clerk had contacted CCllr Burroughes who had confirmed funding for the new signs from his Highway Budget although had not specified the amount.

121131118 It was agreed that although Suffolk County Council was twice the cost of Hudson Signs, due to the requirements of SCC in relation to regulations and accreditations and in order to expedite this matter, to progress this project with SCC subject to confirmation of funding from CCllr Burroughes Highways Budget. Following which a recommendation for approval to proceed would be put forward to Full Council for approval.

Cllr Simpson gave his apologies and left the meeting at this point.

10. Street Cleaning Services 2019:

The quotation requested from Suffolk Coastal Norse for street cleaning services from 1st April – 31st October 2019, 1 hour per day, 6 days per week to include litter picking on the Pageant Field and Fens at a cost of £1,798.00 + vat was considered.

101131118 It was agreed to recommend approval to Full Council subject to approval of the Budget 2019/2020.

It was noted that by request of the Town Council Chairman the Town Clerk had contacted SCN for details on the current street cleaning regime, following an enquiry by a resident. It was noted that SCN has been requested to include Double Street in the general street cleaning schedule in future and the Deputy Town Clerk had responded to the resident in question as instructed.

11. Town Council Office matters:

➤ Instagram

111131118 The draft Policy produced by Cllr Clouting was agreed and would be recommended to Full Council for approval.

➤ Flag pole and flag on Library building

It was noted that the flag pole had been vandalised and the flag had disappeared. It was agreed not to fund a replacement at present.

13. Framlingham Business Association:

Cllr Clouting, the Town Clerk and Deputy Town Clerk had attended the meeting held earlier in the evening and provided the following updates:

CCTV – this matter had been delayed due to long term sick leave, but a copy of the new quotation received by the FBA would be sent to the Town Clerk for comparison with the Town Council's CCTV provider.

Town Centre WiFi – Cllr Clouting and the DTC had provided information on the investigations to date. Funding was being explored with SCDC but there would be some ongoing costs involved and the FBA had reacted positively and would look into sponsorship from its members if required. Cllr Garrett raised some concerns about whether WiFi was needed in the town as free links were readily available. Cllr Clouting noted that at this stage the options were only being investigated.

Floral Fram 2019 – noted under item 7.

The FBA were currently working on the Christmas events and the provision and erection of Christmas trees, for which the Town Council had contributed funds via a Grant of £750.00.

14. 2018/2019 Action Plan:

No business.

15. Correspondence:

1/11 Resident:

Letter raising concerns relating to the Remembrance Sunday Parade and Service.

2/11 Business Owner

Email raising concerns relating to the Remembrance Sunday Parade and Service.

151131118 It was agreed for the Town Clerk to respond noting that the Town Council was not responsible for some of the issues raised and these would be passed to those that were. It was felt that the Parade and Service was very well attended as expected and was a great joint effort between the residents, Churches Together, Framlingham Branch of the RBL and Town Council who had all contributed in various ways to the day. The provision of a PA on the Market Hill would be considered for the future, although it was noted this had not been required in the past few years.

16: Matters of report or items for next agenda:

The Town Clerk reported that the Castleton Brass Band will play Christmas Carols on the Market Hill on Saturday 8th and 15th December.

18. Next meeting:

Tuesday 11th December at 7.00pm

Meeting closed at 21.10