

**Draft Minutes of the Public Relations and Markets Committee Meeting held
on Tuesday 11th December 2018 in The Cell, The Old Court House, Bridge Street at 7.00pm**

1. Apologies:

Cllr S Garrett

Present:

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

In Attendance:

Mrs Eileen A Coe (Town Clerk/RFO)

2. Declarations of Interest:

None

3. Public Comment:

None

4. Minutes of previous meeting:

41111218 Cllr Clouting proposed the minutes of the meeting held on Tuesday 13th November (circulated in draft form prior to the meeting) were approved as an accurate record, which was seconded by Cllr Hopkins with all in favour. Cllr Clouting then signed the minutes.

5. Town Guide/Town Trail leaflet:

Cllr Bennell reported on the progress to date which was noted.

It was agreed for a tender specification for a sample page for the new Town Guide to be submitted with design and printing costs separated, to be sent to local companies and quotations would be considered at the next meeting. It was agreed that the copyright would be retained by the Town Council.

6. Town Council organised Events:

It was agreed to formally co-opt the following members for item 6

Fireworks:

Angelika Grant and Clive Eastwood

The first meeting would be held in June.

Soap Box Race:

Clive Eastwood

The first meeting would be held in February.

It was noted that Schools and individuals had been contacted and an article published in the Town Council Newsletter and Framfare requesting help organising the above events.

➤ **Firework Spectacular 2018:**

The Town Clerk/RFO produced the final Income and expenditure report which was noted, and it was agreed to transfer the final profit figure of £1991.59 to the Entertainments Reserve Account.

➤ **Firework Spectacular 2019:**

To be discussed at June meeting.

➤ **Soap Box 2019:**

To be discussed at February meeting.

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

It was agreed for the Town Clerk to investigate buskers/music and a cost for the Morris Men to perform on the Market Hill on Saturday 25th May – the event would also be advertised in the Town Council Newsletter and Framfare. The LYLM flag, banner and bunting would be erected for the fortnight.

➤ **Armed Forces Day 2019** (Saturday 29th June)

It was agreed to fly the Armed Forces Flag and invite H4H and SSAFFA to have a fund raising stall on the Saturday Market. The Framlingham Branch of the RBL would also be invited to contribute.

The Town Clerk would request the Castleton Brass Band to attend.

➤ **Arts Festival 2019**

Deferred to 2020

➤ **Floral Fram 2019**

To be discussed at February meeting.

7. Markets:

No business.

➤ **Market Pitch Applications**

None

The purchase of 10 traffic cone at a cost of £97.98 from Budget 2202 was agreed.

8. Website:

No business

9. Town Council Office matters:

No business

10. Framlingham Signs:

The Town Clerk reported that she was waiting for confirmation of funding from CCllr Burroughes, before confirming the order as approved by Full Council.

11. Framlingham Business Association:

➤ CCTV

Cllr Clouting and the Town Clerk would meet to discuss the recent communication from the FBA Vice Chairman.

➤ To report on meeting with FBA Chairman held on 10th December

Cllr Jones and the Town Clerk had met with the FBA Chairman and Administrator in order to update them on the parking proposals, which had been very positively received.

12. WiFi:

Cllr Clouting reported that along with the Deputy Town Clerk she had met with Nick Khan (SCDC Strategic Director) and noted that SCDC is very supportive of the proposals for WiFi in the town and it is hoped that funding may be available. A Working Group with FTC/SCDC and FBA will be formed in January to further investigate the possibilities.

13. Action Plan:

No business.

14. Correspondence:

1/12

Letter with observations and suggestions for future Soap Box Race event. It was agreed for the Town Clerk to acknowledge receipt and invite the correspondent to help with the organisation of the next event.

2/12 Framlingham Business Association

Thank you letter for the Town Council's contribution towards the Festive Framlingham weekend. Noted.

15: Matters of report or items for next agenda:

None

16. Next meeting:

Tuesday 8th January 2019 at 7.00pm

Meeting closed at 19.45