

**Draft Minutes of the Public Relations and Markets Committee Meeting held
on Tuesday 12th February 2019 in The Cell, The Old Court House, Bridge Street at 7.00pm**

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 co-opted members for item 5

2. Declarations of Interest:

None

3. Public Comment:

None..

4. Minutes of previous meeting:

4112219 Cllr Clouting proposed the minutes of the meeting held on Tuesday 11th December 2018 (circulated in draft form prior to the meeting) were approved as an accurate record, which was seconded by Cllr Hopkins and with one abstention due to absence all were in favour.

Cllr Clouting then signed the minutes.

5. Town Council organised events:

➤ **Soap Box Race:**

One member of the public and one Councillor not currently on the Committee had agreed to be co-opted to help organise the event and while they were warmly welcomed, it was noted that this was a disappointing response from the town following a plea for help. While the Town Clerk was willing and able to carry out all the admin tasks for the event, a designated event leader was needed as in previous years. All members were willing to help organise and help on the day, but no one could commit to leading the event. The sourcing of essential small straw bales as race course barriers at a reasonable cost was proving difficult. The Town Clerk was fairly confident that sponsorship for the event could be achieved, but the promised funding of £750 had not materialised as expected which was a disappointment. It was also noted that Elections would be held in May this year and it was felt unfair for new Councillors to be expected to take on this event straight after being elected.

511219 Taking into account all these issues including lack of volunteers, outside funding, cost and supply of straw bales, forthcoming Town Council Elections in May and due to other commitments no one able to take the lead for the event, it was unanimously agreed not to organise the event proposed for 2nd June 2019.

6. Markets:

➤ **Quarterly electrical inspection**

The Town Clerk reported that the December report not available as yet due to an issue with one of the sockets, which is being addressed by electrical contractor.

➤ **Market Pitch Applications**

Wendy Gilbert

Application for a 6ft pitch on the Saturday Market selling chunky crocheted scarves and shawls, neck warmers (woollen and material) and Silver Clay jewellery, solid silver leaf pendants and chain, earrings and rings. Some silver plated crystal earrings all made by herself. Approved.

Rachel Dalton-Thorpe

Application for a 10ft pitch on the Saturday and Tuesday Market selling healthy food on the go, breakfast pots, layered salad jars, home-made healthy snacks. Approved.

Edward Singleton – Eco-Pebble.com

Application for a 6ft pitch on the Tuesday Market selling sustainable food boards (like chopping boards) and Saffron. Approved

7. Town Guide/Town Trail leaflet:

Cllr Bennell provided information on the progress to date relating to the content, topics and photographs.

It was agreed for a tender specification for the new Town Guide to be sent to four local companies requesting design and printing costs separated with the copyright to be retained by the Town Council. Tenders received would be considered at the next meeting.

8. Framlingham Calendars:

➤ **2019**

8121219 It was agreed to reduce the current stock of calendars to half-price.

➤ **2020**

The final selection of photographs was agreed and sponsors were being sought for the monthly adverts.

8212219 It was agreed to put forward the cost for printing 200 x 2020 Calendars by Leiston Press at £413.00 to Full Council for approval.

9. Annual Parish Meeting and Annual Newsletter:

The Town Clerk reported that Cllr Jones and Cllr Eastwood had agreed to make a presentation on Parking at the APM to be held on Thursday 25th April.

9112219 It was agreed for the Town Clerk to organise the event as in previous years.

The Town Clerk reported that the first draft of the Annual Newsletter was underway and Cllr Garrett agreed to proof read the document when finalised.

9212219 The cost to distribute the Annual Newsletter within Community News on 26th April at a cost of £58.60 was agreed.

10. Website:

The Town Clerk reported that all the website documents had been checked and updated.

The Town Clerk reported that Huntingfield Estates would be continuing with the website advert for the next financial year, but not Fram Vets. However, two new advertisers had been agreed on a first come first served basis, following the recent advert in the Town Council Newsletter.

11. Town Council Office matters:

- Cllr Clouting provided an update on Instagram, which was noted
- Cllr Clouting noted the Time Capsule burial would take place on 28th February at 2pm in the Cemetery and all were welcome to attend.

12. Framlingham Signs:

The Town Clerk reported that CCllr Burroughes, had confirmed that he would fund the signs from his LH Budget, hopefully in full, and Suffolk County Council highways were keeping her informed of progress.

13. Framlingham Business Association:

➤ CCTV

Cllr Clouting and the Town Clerk would be meeting a CCTV provider with Jenny Stockman (FBA) on 13th February. The Town Clerk confirmed that local CIL funding could be used for this purpose. She had also contacted Sgt Beresford who was looking into providing a contribution to the scheme from the Police.

14. WiFi:

Cllr Clouting reported that the Working Group comprising of FTC/SCDC and FBA had met twice to date and another meeting was scheduled for 14th February. A proposal had been put forward by Elephant WiFi, which was to be discussed further.

15. Action Plan:

The Town Clerk had updated the Action Plan and the final document would be circulated. She reminded the members to discuss and allocate Local CIL budgeted projects within the Action Plan and it was agreed to add CCTV.

Cllr Simpson gave his apologies and left the meeting at 20.14.

16: Electrical Recycling Facility:

The Town Clerk provided an update on progress and suitable locations were considered. It was agreed to respond to Suffolk Coastal Norse suggesting they contact Framlingham College as owners of the Elms car park, which would be the best location centrally. If this was not possible then Cllr Hopkins confirmed that the facility could be sited at the Shalom Centre.

17. Correspondence:

1/2 Resident

An email had been received requesting 'litter picking sticks' to aid with litter picking in the town. The Town Clerk reported that she had sourced two from Suffolk Coastal Norse and passed one to the resident in question.

The second was available on loan to any resident.

2/2 Suffolk Coastal District Council

Spring Clean 2019 with a chance to win £200 for the community. Information had been published on the www.framlingham.com website in the Town Council Newsletter and shared with Framlingham Business Association.

Cllr Clouting agreed to organise a Town Council Litter Pick on Sunday 14th April 10am till 12 noon, meeting at The Shalom Centre in Saxtead Road. The Town Clerk would advertise the event and circulate the information to all Councillors.

18: Matters of report or items for next agenda:

Floral Fram 2019

Armed Forces Day

LYLM 2019

19. Next meeting:

Tuesday 12th March 2019 at 7.00pm

Meeting closed at 20.25