

**Draft Minutes of the Public Relations and Markets Committee Meeting held  
on Tuesday 9<sup>th</sup> April 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)

**2. Declarations of Interest:**

None

**3. Public Comment:**

None.

**4. Minutes of previous meeting:**

**419419** Cllr Clouting proposed the minutes of the meeting held on Tuesday 12<sup>th</sup> March (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 Council organised events:**

No business.

**6. Markets:**

➤ **Quarterly electrical inspection**

The Town Clerk reported that the issue with one of the sockets is still being investigated. It was suggested that the Town Clerk check the original specification for the work with regard to waterproofed sockets.

➤ **Market Pitch Applications**

None

**7. Town Guide:**

The Town Clerk reported that she had advised all four local companies that the Committee would be re-considering this project and invited them all to re-tender at a later date, with new information being provided once all the details had been considered and agreed by the Town Council. One company had declined the offer. The Town Clerk also reported that as agreed at the last meeting she had investigated additional funding opportunities and had applied for funding from the East Suffolk Economic Development Fund, but had been advised that there were currently no funds available. She had also applied to Awards for All and an outcome was awaited. An application for funding from the new District Councillors would also be pursued in due course.

**8. Website:**

No business.

**9. Town Council Office matters:**

Town Council Instagram account:

It was noted that there are nearly 300 followers in just 4 weeks with over 500 likes and many supportive comments. One of the posts (about the market) was reposted approx 40 times on Twitter and Facebook with over 1000's likes. Cllr Clouting advised that she would be happy to continue to manage the Town Council's Instagram account as a volunteer and make a monthly report to the committee via the Town Clerk and comply with the Town Council's Social Media Policy, which is enforced by the Town Clerk.

**10. Framlingham Signs:**

The Town Clerk reported that the design estimate was being finalised by Suffolk County Council, but a construction date was still waiting to be scheduled.

**11. Framlingham Business Association:**

➤ **CCTV**

To be discussed further at the next meeting.

**12. WiFi:**

It was noted that the next partnership meeting would be held on Monday 15<sup>th</sup> April at 3pm.

**13. Floral Fram 2019:**

The Town Clerk reported that Cllr Hopkins had kindly donated 5 cycles which would be spray painted silver and fitted with secured standing/mounting. The tyres would be removed to avoid vandalism. She had secured £400 funding from the East Suffolk OVO cycle race budget to pay for the work needed on the cycles plus baskets, padlocks, compost and plants etc. She would carry out the planting voluntarily and she had also spoken to the Framlingham Guides with regard to their members watering and deadheading for the summer season. Public Liability insurance had been confirmed subject to a Risk Assessment which would be presented to the committee for approval at the next meeting. Five locations had been identified. Cllr Hopkins and the Town Clerk were thanked for their work and would continue with the project.

The Town Clerk reported that the 11 flower tubs and War Memorial Garden would be planted as usual at the end of May. Two replacement tubs were required and there were sufficient funds in Budget 2114 to cover the cost of new tubs and summer planting which was agreed.

**14. LYLM Saturday 25<sup>th</sup> May 2019:**

East Suffolk Morris Men – 11.45, 12.20 and 1pm

The total cost of £150 from Budget 2110 was approved.

**15. Armed Forces Day Saturday 29<sup>th</sup> June 2019:**

The cost for an Armed Forces Day flag was agreed from Budget 2110 and the Town Clerk provided an update on the arrangements. H4H, SSAFFA and Framlingham RBL would be attending with a stall on the Market Hill. She had contacted four different bands but only one was likely to be available, and the cost at this stage was unknown. Further information would be presented to the next meeting.

**16. Action Plan:**

➤ Updates

None

**17. Correspondence:**

**1/4 Suffolk Coastal District Council**

Information and route including road closures and diversions for the Women's Cycle Tour on Monday 10<sup>th</sup> June 2019.

Noted

**2/4 Seafarers UK**

Letter inviting the Town Council to support this year's campaign to raise awareness of the UK's ongoing dependence on Merchant Navy seafarers by flying a red ensign flag. It was agreed to purchase a flag from Budget 2110 and erect on the Market Hill on Merchant Navy Day – 3<sup>rd</sup> September 2019

**3/4 East Suffolk**

Letter advising of the availability of a grant from Government to promote cleaner, prouder high streets

Road signs. (received 1<sup>st</sup> April – deadline 10<sup>th</sup> April – project completion date 23<sup>rd</sup> April)

It was noted that this would have been good opportunity to fund having all the road signs in Framlingham cleaned.

However, the short timescale to obtain a quotation and submit an application made this impossible.

**18: Matters of report or items for next agenda:**

None.

**19. Next meeting:**

Tuesday 28<sup>th</sup> May 2019 at 7.00pm

Meeting closed at 19.34