

**Minutes of the Public Relations and Markets Committee Meeting held
on Tuesday 28th May 2019 in The Cell, The Old Court House, Bridge Street at 7.00pm**

1. Election of Committee Chairman:

Cllr Kitching proposed Cllr Kitching, which was seconded by Cllr Simpson with all in favour.

2. Apologies:

Cllr M Hine joined the meeting at item 8.

Present:

Cllr S Garrett, Cllr M Hine, Cllr G Kitching, Cllr J Simpson, Cllr P Wraight and Cllr A Fisher

In Attendance:

Mrs Eileen A Coe (Town Clerk/RFO) and one member of the public

3. Declarations of Interest:

None.

4. Public Comment:

None.

5. Minutes of previous meeting:

5128519 Cllr Kitching proposed the minutes of the meeting held on Tuesday 9th April (circulated in draft form prior to the meeting) were approved as an accurate record, which was seconded by Cllr Simpson with all in favour.

Cllr Kitching then signed the minutes.

6. Town Council organised events:

Firework Spectacular Saturday 2nd November – To be discussed with co-opted members at the next meeting.

7. Markets:

➤ **Quarterly electrical inspection**

The Town Clerk reported that the issue with one of the sockets is still being investigated and a meeting with NJB is awaited. It was confirmed that the identified socket has been isolated.

➤ **Market Pitch Applications**

Stefanie May – Fabulous Things

Application for a 10ft pitch on the Saturday and Tuesday Market selling home grown gourmet fresh and dried mushrooms as well as ‘Grown Your Own Kits’ Approved

Maria Clarke-Wilson – Botanical Being

Application for a 6ft pitch on the Saturday Market selling naturally dyed textiles including scarves, bags, clothing, cushions, organic body care products, beard oil, creams, shampoo (Plastic free) and indigo hair dyed accessories.

Approved by majority with one abstention.

Tanya Green – Green and Roses

Application for a 9ft pitch on the Saturday and Tuesday Market Handmade, Fairtrade hand printed cotton products made by a women’s social enterprise in Ghana called Global Mamas: Babies: sunhats, crawling shoes, mats, bloomers Kids: aprons, dresses, shirts, summer dressing gowns/beach robes, gym bag lined with recycled flour sacks. Adults: assorted items e.g. wash bags, tablecloths, sarongs, a few men's boxers and shirts, aprons, gardening aprons. Approved

Christopher Mason

Request to bring Camper Van to the market under the current licence. Agreed with the proviso that the Camper Van is used as an integral part of the stall and sufficient room is available.

8. Town Guide:

The Town Clerk reported that she had applied for funding from the East Suffolk Economic Development Fund, but had been advised that there were currently no funds available, and an application for funding from Awards for All had also been declined. An application for funding from the new District Councillors could be pursued in due course if agreed. The Town Clerk outlined the work undertaken to date on the proposed new Guide for the benefit of new Councillors. A full colour, A5 pocket sized version aimed at visitors to the town had been proposed and a significant amount of work had been undertaken by a previous Councillor and agreed by the Committee. Four local companies had been approached with a detailed specification and list of topic to be covered. Funds had been allocated in the 2019/2020 budget and were also available in Ear Marked Reserves.

At this point Correspondence item 20/1 was considered – see item 20

It was agreed to defer a decision on the production of an Official Framlingham Town Guide to a future meeting.

9. Website:

No business. It was suggested to include the website in the Communications item.

10. Communications:

10128519 Cllr Kitching proposed to set up a Communication Strategy Working Group to discuss how to improve the communication by the Town Council with proactive communication rather than reactive, which was seconded by Cllr Simpson with all in favour.

Cllr Hine, Cllr Wraight, Cllr Garrett and Cllr Fisher agreed to join and the Town Clerk was requested to invite other Councillors to join the Group and organise the first meeting. The Town Clerk and Deputy Town Clerk would also attend the meetings and the Group would report back to the PR&Markets Committee.

The following items would be considered by the Communications Strategy Working Group:

- Town Council Instagram account:

Launched on 5th March 2019 now has over 400 followers which many encouraging positive comments

- Facebook and Twitter:
- Monthly Town Council Newsletter – to consider more in depth quarterly publication and circulation and designated Councillor/Chair of Committee to take responsibility for editorial.
- Town Questionnaire – update from 2014 (include questions relating to CCTV and sign up to Town Council Newsletter)
- Website

11. Town Council Office matters:

- Framlingham Calendars 2019

11128519 The write off of the remaining 2019 Calendars was approved. These would be given to the Primary School for craft purposes.

- Framlingham Calendars 2020

The Town Clerk reported that the Calendars were now on sale.

12. Framlingham Signs:

The Town Clerk advised of the history of the project for the benefit of new Councillors and reported that she continued to pursue the supply and installation of the new signs, and some further progress had been made.

13. Framlingham Business Association:

- CCTV

The Town Clerk advised of the history of the project for the benefit of new Councillors. She was currently awaiting a date for a meeting with the Vice-Chairman of the FBA and gathering evidence of need from FBA members and others in the town.

Following discussion Cllr Kitching agreed to gather some data relating to an alternative opportunity to be discussed at the next meeting.

- Christmas (X19)

The Town Clerk reported that she had been attending the meetings and gave a brief update. Cllr Wraight agreed to accompany the Town Clerk to future meetings representing the Town Council.

- Square /cashless devices

It was agreed to pass this item to the Finance and Strategic Planning Committee for consideration.

14. Free Fram WiFi:

The Town Clerk reported that several meetings had taken place with East Suffolk Council, residents/traders and Framlingham Business Association to progress this project which had been fully funded for the next 3 years by East Suffolk Council. Some work had been undertaken on gaining permission to enable Elephant Wifi to connect to various locations in the town centre. It was hoped that the launch would take place in June and Deepspace Marketing had offered to use its 'Best of Fram' social media profiles to promote the launch of the free Wifi service for the town. The next meeting would be held on Thursday 30th May at 1.30pm and Cllr Garrett agreed to replace Cllr Collins at the meetings.

15. Floral Fram 2019:

The Town Clerk reported that she and her husband had voluntarily cleared and re-planted the 11 flower tubs in the town along with the War Memorial and Town Council window box. The flower tub plants/compost and feed had been sponsored by local businesses/residents.

Following agreement by the PR&M Committee and with the funding received from East Suffolk Council in relation to the OVO Women's Cycle Race on 10th June she had purchased 4 cycles which had been spray painted silver and purchased tubs and baskets for the front and back of each cycle, which she had planted up and decorated with bunting. These would be secured to street furniture in the town but volunteers were needed for dead-heading and watering. Cllr Hine and Cllr Wraight agreed to help.

15128519 The Risk Assessment relating to the Cycles was considered and approved.

16. Love Your Local Market Saturday 25th May 2019:

The Town Clerk reported that the LYLM flag had been flown and the East Suffolk Morris Men had performed on the Market Hill to an appreciative audience at intervals of 11.45, 12.20 and 1pm. The total cost of £150 from Budget 2110 had already been approved.

17. Armed Forces Day Saturday 29th June 2019:

The Town Clerk provided an update on the arrangements: Armed Forces Day flag to be raised, H4H, SSAFFA and Framlingham RBL would be attending with a stall on the Market Hill. Leiston Royal British Legion Band would perform from 11 – 11.45 and 12.15 to 1pm. The Library had kindly agreed to loan chairs for the band, and they would bring their own cover if required. The fee of £350 had already been approved. The Town Clerk would be on site at the start and the Office Assistant at the end.

18. Litter Pick:

It was noted that several successful litter picks had taken place in the town this year, and the Town Council pays for extra street cleaning between April and September each year. Suffolk Coastal Norse had loaned 2 litter pick sticks which were kept in the Office and it was suggested to purchase 5 litter pick sticks at a cost of £10.20 each from Suffolk Coastal Norse using Budget 2107 to enable ad-hoc litter picking to take place rather than an organised event.

18128519 Cllr Simpson proposed to purchase 5 litter pick sticks at a cost of £10.20 each from Suffolk Coastal Norse, which was seconded by Cllr Kitching with all in favour.

19. Action Plans:

- Updates

It was agreed to add the Communication Strategy Working Group to the PR&Markets Action Plan

- Projects to be put forward for local CIL funding

None.

20. Correspondence:

20/1 Drab Ltd/Xtrahead

Letter advising that a Welcome to Framlingham guide was in its final production stages with over 4,000 copies being produced in a full colour, A5 guide aimed at newcomers with a shelf life of 3 years. Also providing costs for quantities (500 – 2,000 copies £500 - £1400, plus other quantities available on request) Confirmation of order needed by 31st May. Outline of content available verbally with final paper proof available for viewing on 10th June with a 24 hour confirmation turnaround.

It was noted that the letter was dated 25th May and therefore was a tight timescale for a decision to be made.

It was agreed to thank Drab/Xtrahead for the opportunity and wish them all the best with their production.

20/2 National Youth Choir

Request to do a short 'Pop-Up' performance on the Market Hill on 23rd August 12 – 12.30.

Unanimously agreed.

21. Matters of report or items for next agenda:

Wellbeing activities and projects –Cllr Hine - Agenda item next meeting

22. Next meeting:

Tuesday 11th June 2019 at 7.00pm

Meeting closed at 20.54