

**Draft Minutes of the Public Relations and Markets Committee Meeting held
on Tuesday 11th June 2019 in The Cell, The Old Court House, Bridge Street at 7.00pm**

1. Apologies:

None, all present.

Present:

Cllr S Garrett, Cllr M Hine, Cllr G Kitching (Chair), Cllr J Simpson (left the meeting at 8.40pm), Cllr P Wraight and Cllr A Fisher (joined the meeting at 7.10pm)

In Attendance:

Mrs Eileen A Coe (Town Clerk/RFO) and two co-opted members (Mrs Angelika Grant and Cllr Clive Eastwood) for item 6

2. Declarations of Interest:

None

3. Public Comment:

None

4. Minutes of previous meeting:

111619 Cllr Kitching proposed the minutes of the meeting held on Tuesday 28th May (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.

5. Town Council organised events:

Firework Spectacular Saturday 2nd November:

The Town Clerk provided an information sheet with the action points and details for the event:

It was agreed for the Town Clerk to action the following:

➤ **Access:**

Confirm access to adjacent field for firing and report back to the next meeting

➤ **First Aid:**

Book St John Ambulance and report cost to next meeting

➤ **Toilets:**

Book toilet hire and report cost to next meeting

➤ **PA::**

Provide cost from Synergy Audio for consideration at the next meeting

➤ **Glo Products:**

Provide cost of Glo-Products for consideration at the next meeting – Cllr Hine and Mrs Kitching to organise on the night

➤ **Posters:**

Draft to be considered at the next meeting

➤ **Advance Tickets:**

Advance ticket printing 300 Adults/300 Child not numbered – quotation from Leiston Press as last year, to be considered at next meeting

➤ **Press Release:**

Draft to be considered at the next meeting

➤ **Advertising:**

Framfare cost to be considered at the next meeting

Promotion with Sausage Fest to be explore with Framlingham Business Association – Cllr Wraight and Town Clerk

➤ **Site Plan:**

Draft to be considered at the next meeting

➤ **Risk Assessment:**

Draft to be considered at the next meeting

➤ **Parking:**

Parking at Sports Club £2 per car as last year– Town Clerk to contact Sport Club to confirm arrangements

➤ **Sparklers:**

Town Clerk to request 100 free packs from ShellShock as last year and report back to next meeting

➤ **Glasses/Cups:**

Clear plastic glasses and recyclable paper cups – cost to be considered at the next meeting along with quantities left in stock.

➤ **Wheelie bin and Recycling bin:**

Town Clerk to obtain cost from Suffolk Coastal Norse for consideration at the next meeting

➤ **Stewards List:**

Town Clerk to provide for the next meeting

➤ **PPS/PPL:**

Town Clerk to complete application with assistance from Cllr Fisher

The following actions were agreed:

➤ **Bonfire:**

Cllr Kitching, Cllr Simpson, Cllr Eastwood and Mr Lovett to organise

Material to be brought to the Pageant Field from 8am on the day and not beforehand. Posters to be erected.

➤ **Admission:**

Same as last 10 years: Advance: Adult £5.00 Child (3-16) £2.50. On the Night: Adult £6 Child (3-16) £4

No Advance ticket raffle

Advance tickets on sale from 1st October in the Town Council Office and Castle Inn or by post with SAE

Advance tickets on sale till 5pm on 1st November

Complimentary tickets – one for each steward

➤ **Floats/Banking arrangements:**

£1200 – October payments

Banking arrangements – Cllr Wraight to assist Town Clerk/RFO

➤ **Sign Boards and Banners:**

Cllr Kitching to organise erection week beginning 21st October and dismantling after the event

Office Assistant to contact agreed locations for approval.

➤ **Timings:**

Gates Open 6pm

Bonfire lit 6.30pm

Fireworks 7.30pm

➤ **Catering outlets:**

Pitch fee agreed and Town Clerk to book those confirmed

➤ **Mulled Wine/Beer/Hot Apple Juice:**

Mulled Wine:

Town Clerk to order from Co-op on sale or return basis with delivery to Pageant Field

Earl Soham Beer:

Town Clerk to order 2 x kegs with delivery to Pageant Field

Apple Juice:

Town Clerk to purchase from Co-op

Large gas burners and pans:

Mrs Grant agreed to contact the Scout and Guide Group for the loan of equipment

Mulled Wine - £2.50

ES Beer - £3.00 pint

Hot Apple Juice - £2.00

The use of Clear plastic glasses and recyclable paper cups where possible was agreed

Temporary Event Notice at a cost of £21 for the alcohol to be obtained from ESC by the Town Clerk who has a Personal Licence and is DPS)

➤ **Equipment:**

The Town Clerk provided a list of equipment needed for the event and where currently stored along with information on what is needed and where everything is set up on the day.

➤ **On the day:**

Committee members and helpers would meet at 1pm to set up

Stewards to meet at 5.15pm for a Stewards Briefing and H&S update

Co-opted members Mrs Grant and Cllr Eastwood were thanked for their help and left the meeting at this point.

6. Markets:

➤ **Quarterly electrical inspection:**

The Town Clerk reported that NJB Contractors are investigating the issue with pit 2 which is allowing water to gain entry.

The other pits do not have this problem and Pit 2 has been isolated until the issue is resolved. The Inspections for

December and June had been completed but the reports were still outstanding and the Town Clerk had pursued these.

The Town Clerk reported that the gas assisters in the bottom of one of the other pits had failed, making it heavy to open and close. The Town Clerk had contacted R W Curle and they had been to look at the issue on site and had ordered a replacement which would be supplied at no cost, but there would be a cost for installation, which was noted.

➤ **Market Pitch Applications:**

Jo Henderson – Greenacres

Application for a 6ft pitch on the Saturday Market from April 2020, selling fresh free range pork, home cured gammon and bacon and home-made sausages and faggots. It was felt that the application was too far in the future to be discussed at this time and it was agreed for the Town Clerk to respond advising to reapply from 1st January 2020.

Sherry Storer – Salad Days Interiors

Application for a 6ft pitch on the Saturday and Tuesday Market selling vintage, antique and retro brocante and interior design pieces. Approved

7. Website:

No business.

8. Communication Strategy Working Group:

It was noted that the first meeting had been held that morning and the group had considered communication and the discussion had centred on where current communication works and where changes or new communication might be needed along with a new Communication Strategy. The intention is to recommend options for changing and extending communications, and how the town might be consulted to try to identify what people would like.

It was felt that committee's need to be more proactive in communicating what is happening, and a nominated Councillor from each committee collecting information and forming part of an editorial team was suggested.

How to consult and the best way to communicate was also discussed along with communication within the Town Council. It was also felt that the news items on the website need to be more prominent and this could be achieved by reducing the heading banner and adding 'Latest News' The next meeting would be held on 20th June and further meetings are proposed as these are complex issues.

It was agreed for the Town Clerk to contact Mrs Clouting (Instagram) and Ms Bennell (Website directories and events updating) to thank them for continuing to volunteer and to invite them to a future meeting to discuss relevant matters.

9. Town Council Office matters:

No business

10. Framlingham Signs:

No further update.

11. CCTV:

Cllr Kitching proposed to consider and investigate other options for town centre CCTV and it was agreed for the Town Clerk to arrange a meeting with the two companies which had put in a quotation for the original specification. Cllr Kitching and the Town Clerk would report back to the next meeting.

12. Framlingham Business Association:

The Town Clerk reported that the next meeting of the X19 Group would be held on Monday 17th June at 5.30pm and the next main meeting on Monday 15th July at 5.30pm. Cllr Wraight and the Town Clerk would attend.

The Town Clerk reported that the Sports Club had obtained a licence for the bunting in the town from Suffolk County Council at a cost of £25 which expires on 11th June. Along with other traders (not all FBA members) she had requested that the Sports Club consider an extension to the end of August. The cost would be £25 and there were sufficient funds in the budget to meet this cost if the FBA would also contribute to a further 28 days. The cost of £25 to extend the licence for the bunting was agreed and Cllr Clouting and the Town Clerk would pursue this matter with the FBA at the next meeting on 17th June.

13. Free Fram WiFi:

The Town Clerk reported that the telephone line was due to be installed and the next meeting would be held on 19th June.

14. Wellbeing activities and projects – Cllr Hine

Cllr Hine had circulated some notes for discussion on the aims and objectives for public events and the wellbeing of the town. She suggested interaction between groups to identify and facilitate new events and activities.

It was agreed to investigate the demographics in the town to try to identify groups or individuals who are maybe unable to participate as much as they would like and how to accommodate them.

Cllr Kitching advised that the Town Council had held a very productive Strategic Planning Forum in November last year which would be repeated in October/November 2019.

Green credentials and a Community Conference was also suggested topic points.

It was noted that the whole town survey planned for this year could include some of the questions raised.

It was agreed for Cllr Hine and Cllr Wraight to contact local organisations to investigate needs and report back to the next meeting.

15. Action Plans:

- Updates
- Projects to be put forward for local CIL funding

None.

16. Correspondence:

1/6 Town centre trader:

Email raising concerns about road closures for events in the town such as the Cycle Race, Sausage Fest and Soap Box Race noting that these events do not help the local economy but costs money in lost revenue and suggesting that events are arranged on the Castle Meadow or Pageant Field rather than the centre of the town.

Noted for future reference and passed to Framlingham Business Association and East Suffolk Council as requested.

17. Matters of report or items for next agenda:

None.

18. Next meeting:

Tuesday 9th July 2019 at 7.00pm

Meeting closed at 20.51