

**Minutes of the Public Relations and Markets Committee Meeting held  
on Tuesday 10<sup>th</sup> September 2019 in The Cell, The Old Court House, Bridge Street at 7.00pm**

**1. Apologies:**

Apologies were received and accepted from Cllr S Garrett and Cllr J Simpson

**Present:**

Cllr M Hine, Cllr G Kitching (Chair) and Cllr P Wraight

**In Attendance:**

Mrs Eileen A Coe (Town Clerk/RFO) and co-opted members (Mrs Angelika Grant and Cllr C Eastwood) for item 5  
Cllr A Fisher was not present.

**2. Declarations of Interest:**

None.

**3. Public Comment:**

None.

**4. Minutes of previous meeting:**

**1410919** Cllr Kitching proposed the minutes of the meeting held on Tuesday 9<sup>th</sup> July (circulated in draft form prior to the meeting) were approved as an accurate record, which was seconded by Cllr Hine with all in favour.

Cllr Kitching then signed the minutes.

**5. Town Council organised events:**

**Firework Spectacular Saturday 2nd November:**

The Town Clerk reported on the progress to date.

First Aid cover - the quotation from St John Ambulance quotation at £218.88 was approved.

The Town Clerk reported that Framlingham Sports Club had agreed to provide a parking facility at £2 per car as last year with the proceeds for Club funds.

Mrs Grant provided costs and information on Insulated biodegradable paper cups. It was agreed to purchase 500 cups at £29.67.

Wheelie Bin and Recycling bin - It was agreed to accept the quotation from SCN Ltd of £88 + vat

The Town Clerk reported that 10 – 12 more Stewards were needed on the night.

Buskers – Cllr Fisher was not present

PPS/PPL – It was agreed for the Office Assistant to pursue.

Sparklers – The Town Clerk reported that Shellshock Fireworks had kindly agreed to provide 100 packets as last year.

Shellshock Fireworks – It was agreed a site meeting was not required as the display requirements were as last year.

**6. Markets:**

➤ **Quarterly electrical inspection:**

The Town Clerk reported that RW Curle had met with NJB to discuss solutions for Pit 2 but the results were still awaited.

➤ **Market Pitch Applications:**

**Rajpal Singh – Coriander Kitchen**

Application for a 6ft pitch on the Saturday and Tuesday Market selling freshly cooked Punjabi Indian street food such as samosas and pakoras, as well as homemade curries and other authentic Indian treats. Approved

**Helen Sims – Suffolk Meadow Flowers**

Application for a pitch on the Saturday Market selling fresh cut flowers and wreaths and confetti, bulbs and anything fresh seasonal cut flower related. Approved

**Jos Napier (Woodlands Bake Away)**

Application for a 10ft pitch on the Tuesday Market selling cakes, fudge and slices. Approved

➤ **Christmas Eve and New Year's Eve Market**

It was noted that there would be a Market on Christmas Eve but not New Year's Eve.

**7. Website:**

The Town Clerk reported on her attendance at the SLCC Conference and an item on the Public Sector Bodies (Websites and Mobile Applications) (no 2) Accessibility Regulations 2018 (allowing people with disabilities access: size of font and colour, background colour and layout of pages etc) and the need to be compliant by 23<sup>rd</sup> September 2020 for existing websites. Need to meet the Accessibility Standards and make an Accessibility Statement, which states how people with access needs can get access, and provide alternatives to content that is not accessible such as hard copies from the Office or by post. Prioritise what needs to become accessible. Help and templates on [www.gov.uk](http://www.gov.uk)

Cllr Hine had also investigated this matter and would raise with the Website Manager at a future meeting.

**8. Communication Strategy Working Group (CSWG):**

1. Report on meetings held – notes circulated
2. Recommendations to improve existing communication
3. To consider appointing a role for a Councillor as Communications Editor

4. To consider recommendations relating to the monthly Town Council Newsletter, including possible blog format on the website
5. To create an archive on the website for back copies of the newsletters
6. To consider a discussion paper for improved internal communications
7. To suggest that committees add an standing agenda item “Items for communication”
8. To discuss the need for a Strategic Communications Policy, and consider how to create one
9. To note progress on the Town Council information leaflet
10. To note that changes to news distribution might involve some one-off time (and cost) by the web site manager, not yet quantified

Following some discussion the following was agreed:

All documents presented would be circulated to all Councillors before the Strategic Forum on October for feedback. At the meeting there will be a series of key decision made in relation to the Strategy including a decision as to whether to survey the public. There will be no significant changes in the current communication processes until these decisions have been made

11. Update on Instagram -Volunteer overseen by the Town Clerk happy to carry on as now for the foreseeable future.
12. Update on Town Guide – funding for digital options being explored
13. To consider the 2021 Calendar – options were considered and the Town Clerk would request costs and examples from Leiston Press
14. To consider appointing a volunteer to restock leaflets for Town Trail etc to the Co-op, Castle, Church Porch, Doctors’ Surgery and other venues – No volunteer available so the Office Assitant would be instructed to continue with this task.

It was noted that the People and Places Survey Report would be presented at the next Framlingham Business Association meeting, which would be attended by Cllr Wraight and the Town Clerk and information would be circulated to all Councillors in due course.

Cllr Kitching noted the huge amount of work undertaken by the CSWG and thanked the members.

#### **9. Town Council Office matters:**

No business

#### **10. Framlingham Signs:**

The Town Clerk reported that as agreed a Pay Pal account had been set up and one of the signs had been sold on Ebay for £100. The fee for the sale was £3.60 therefore there is £96.40 in the account to be donated as agreed to HOUR Community.

Cllr Hine agreed to clean the three remaining signs.

It was agreed to put a second sign on Ebay with £100 reserve and to advertise the fact in the next edition of Framfare. The Committee would consider donating the resulting funds to local organisations in due course.

#### **11. CCTV:**

At the last meeting it was agreed for the Town Clerk to gather evidence of need and along with the quotations the project would be put forward to Full Council for approval to proceed in principle before continuing further. If approved then a Business Plan would be produced and funding sought.

Two quotations had been sought and had been received and funding in the region of £23 - £28k would be required. The Town Clerk provided a draft questionnaire for residents, businesses, shops and the Market. There was some discussion on distribution methods and it was agreed not to proceed with a specific survey but to incorporate CCTV questions in the main Town Survey for early 2020.

#### **12. Framlingham Business Association:**

The Town Clerk and Cllr Wraight had continued to attend the X19 meetings and the notes of these meetings had been circulated.

It was noted that the FBA AGM would be held on Tuesday 24<sup>th</sup> September at 5.30pm at The Technology Centre and the following meeting on Wednesday 20<sup>th</sup> November at 5.30pm at Framlingham College. Cllr Wraight and the Town Clerk would attend.

#### **13. Free Fram WiFi:**

The Town Clerk reported that the Official Launch had been held on Saturday 3<sup>rd</sup> August and was very successful. Two Data Analysis training dates had been confirmed with Elephant WiFi for the Working Group members to attend.

#### **14. Wellbeing activities and projects – Cllr Hine**

Cllr Hine reported that she had spoken to HOUR Community, FAYAP, Cycling Group, Suffolk Art Link, and Framlingham Arts Society to established needs of the different groups.

Cllr Hine agreed to produce a report and a list of ideas and potential budget to be considered at the Strategic Forum in October.

**15. Action Plans:**

- Updates added
- Projects to be put forward for local CIL funding – none.
- Cost for Town Survey – The Town Clerk to investigate costs for consideration at the next meeting.

**16. Correspondence:**

1/9

**Fairtrade**

Request for a Town Council Fairtrade representative – Cllr Hine was appointed

**2/9 Historical promotions**

2020 marks the 75<sup>th</sup> anniversary of the end of WW11:

75<sup>th</sup> Anniversary of VE Day (May)

80<sup>th</sup> Anniversary of Dunkirk (May)

80<sup>th</sup> Anniversary of the Formation of the Home Guard (May)

80<sup>th</sup> Anniversary of the Battle of Britain (Sept)

It was agreed to raise the Armed Forces Flag on all the above dates.

**3/9 Resident**

Copy of correspondence sent to Suffolk Coastal Norse regarding a request to relocate the bottle bank in Fore Street car park due to the noise disturbance. Noted and a solution would continue to be pursued.

**4/9 Historical Promotions**

Proposal for a Medieval Market to coincide with the 750<sup>th</sup> Market Charter Anniversary (1270) next year. Forward to Cllr Hine for further investigation and report at the next meeting

**17. Annual Review of Policies and documents:**

- Market Regulations and Charges – Agreed no changes
- Social Media Policy – Agreed no changes

**18. Strategic Planning/Communication Forum for Councillors – Thursday 24<sup>th</sup> October at 7pm**

- Items for Agenda

Wellbeing and Events – details to be circulated prior to the meeting

Communications – details to be circulated prior to the meeting

**19. Matters of report or items for next agenda:**

- Budget 2020/2021
- Annual review of Risk Assessments:

Saturday and Tuesday Markets – Cllr Kitching

Third Party events on Market Hill – Cllr Kitching

The Town Clerk reported that a cheque for £20 had been received from Suffolk Coastal Norse in relation to the spring litter pick.

- Self-Watering planters

**20. Next meeting:**

Tuesday 8<sup>th</sup> October 2019 at 7.00pm

Meeting closed at 20.48pm