

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

1. Election of Committee Chairman:

Cllr Garrett proposed Cllr Simpson which was seconded by Cllr Hine with all in favour.

2. Apologies:

Cllr P Wraight and Cllr A Fisher

Present:

Cllr S Garrett, Cllr M Hine, Cllr G Kitching and Cllr J Simpson (Chair)

In Attendance:

Mrs Eileen A Coe (Town Clerk/RFO) and co-opted member Mrs Angelika Grant also Cllr P Collins

3. Declarations of Interest:

None.

The Chairman adjourned the meeting for the following:

4. Public Comment:

None

The Chairman reconvened the meeting.

5. Minutes of previous meeting:

5121119 Cllr Kitching proposed the minutes of the meeting held on Tuesday 8th October (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 Simpson then signed the minutes.

6. Town Council organised events:

Firework Spectacular Saturday 2nd November:

The Town Clerk/RFO provided an income and expenditure report and advised that there was a loss of £1732.14; this was due to reduced attendance because of the wind and rain. A decision had been taken not to erect the tents due to safety reasons, and therefore the mulled wine and juice order was cancelled. One catering outlet cancelled on the day, but the rest attended, although some vehicles had to be towed on and off the field causing some damage to the grassed areas.

Several stewards and helpers had not been available as in previous years and due to the weather the plans for the day had to be somewhat improvised. She suggested including a question in the proposed Town Survey to ask if residents attended the event or watched from their gardens as the majority of people attending were from outside the town, which was agreed.

The Town Clerk noted that the help by HOUR Community (loan of vehicle for transporting equipment) and FAYAP (loan of the Youth Bus) and Explorer Scouts was exceptional and without this the event would not have been able to proceed. An email of thanks had been sent to all stewards and helpers.

On a more positive note the Framlingham Guides had made £140 from the sale of soup.

There followed some discussion on how to encourage more volunteers to help with the event and also other events in the town. Mrs Grant suggested a 'Volunteering in Framlingham' leaflet which would include a list of organisations and events that people could sign up to. She advised that funding may be available and would look into this further and report back to the next meeting.

It was agreed to provisionally book Shell Shock Fireworks Ltd for a display to be held on Saturday 7th November 2020, confirmation of the booking would be recommended to Full Council in the New Year after further consideration and a plea for more helpers. It was noted that the new Pavilion would be available for the event next year, so all the equipment would be on site already and there would be shelter and toilets available for use.

It was agreed to transfer £2,100 from the Ents Reserve Account to the current account for the shortfall in the budget for 2019 and to allow for nominal donations to be made in recognition of help received.

It was agreed to make a nominal donation of £100 to FAYAP in recognition of loan of the Youth Bus.

It was agreed to make a nominal donation of £100 to HOUR Community in recognition of the loan of a vehicle for transporting equipment.

It was agreed to make a nominal donation of £100 to Explorer Scouts in recognition of their help on the evening.

Mrs Grant and Cllr Collins were thanked for their help and support and left the meeting.

7. Markets:

➤ Quarterly electrical inspection:

The quarterly electrical inspection had been carried out on 8th October and it was noted that the covers were broken in Pit 4 and Pit 5 and improvement was recommended.

The Town Clerk noted that Pit 2 continued to be isolated, while a further quotation for the work was being pursued.

➤ Market Pitch Applications:

Gary Hulm – The Flavour Barn

The Town Clerk reported that there were no eggs for sale on the market and therefore these could be added to the previous application, which was agreed.

Coriander Kitchen

Application withdrawn. Noted

Gudrun Filipski

Application for a 10ft pitch on the Saturday Market selling polish pottery and homewares, also handmade Christmas decorations. Approved

The Town Clerk reported that there were currently 7 regular and 28 casual licensed traders on the markets.

➤ Market Parking Area signs

The Town Clerk recommended a sign similar to the ones in the East Suffolk car parks to be erected during the winter months warning that ‘During severe cold weather the surface of the car park may become slippery and gritting may not always be possible – Please Take Care’. She had obtained a quotation for 2 x A4 signs from Hudson Signs @ £25 each using budget 1704 (Market Signs) which was agreed.

8. Website:

Fairtrade link and Mills Meadow link – deferred to future meeting to be considered as part of a communication package.

9. Communications Strategy Working Group:

➤ Town Survey: (Framlingham – Have Your Say)

Cllr Hine had circulated the draft to committee members prior to the meeting.

It was suggested to consult with Cllr Jones as some relevant Neighbourhood Plan questions may be useful in advance of the revised NP. Cllr Kitching also suggested including some ‘green issues’

It was agreed to circulate the draft to all Councillors for their comments in time for the next meeting.

Cllr Hine reported on the likely costs for ‘Survey Monkey’ and would also be researching alternatives.

The Town Clerk reported on the costs for printing and delivery via Community News:

Leiston Press: £561.00 (including artwork) for 1800 8 pages x A4 with 1288 delivered to Community News for distribution (£56.57) and the rest to the Town Council Office.

Micropress Printers: £464.56 (including 1 hour design work) x1800 8 pages x A4 with distribution via Community News and the rest to the Town Council Office.

➤ Calendar 2021:

It was agreed to advertise for more photographs and request a page proof from Leiston Press.

➤ Communications:

Cllr Garrett gave an update on CSWG progress on Internal Communication and it was agreed to explore options for individual Councillor email addresses and also a secure document storage facility accessible by Council members only, which would be considered further at the next meeting.

Cllr Hine gave an update on External Communication and it was agreed for the Town Clerk to arrange a meeting with the website manager to discuss new and improved initiatives and options relating to Internal Communication for www.framlingham.com Cllr Hine would provide a list of matters to be discussed.

It was agreed that committees would contribute items for external publishing on a monthly basis.

It was agreed to appoint Cllr Hine as External Communications Councillor, overseen by the Town Clerk and to report back to the PR&M Committee on a monthly basis.

It was agreed not to arrange a CSWG meeting, but agenda items for the next meeting would be provided to the Town Clerk by Cllr Garrett and Cllr Hine, with a view to making final recommendations to Full Council.

10. Town Council Office matters:

No business

11. Framlingham Signs:

Two further signs would be advertised locally and Cllr Simpson offered to clean them.

12. CCTV:

- Survey responses to date:

The Town Clerk reported on the ongoing survey and a full report would be presented at the next meeting.

- Response from Inspector Jackson and Police and Crime Commissioner:

The Town Clerk reported that both had been positive and supportive, but unfortunately no funding was available.

- Quotations:

To be considered in due course.

13. Framlingham Business Association:

Report of X19 meetings:

The Town Clerk reported on the progress to date of Festive Fram to be held on the Market Hill on Saturday 7th December 10am until 4pm.

Christmas Hologram:

BT had offered to loan this for the above event free of charge and the FBA were considering the best location.

14. Free Fram WiFi:

Cllr Garrett noted that some funding had been added to the 2020/2021 budget as a positive step towards working together with ESC and BT etc on any future digital projects for the town.

15. Wellbeing activities and projects – Cllr Hine

- **Wellbeing proposal:**

It was agreed to proceed and develop priority objectives for wellbeing, inclusivity and sustainability, and research these ideas through community consultation and public events.

Cllr Hine recommended setting up a Working Group to include residents, representatives of organisations and groups etc in order to meet and communicate regularly to explore ideas and project proposals, which was agreed.

The Town Clerk would provide a copy of the Working Group Terms of Reference and GDPR forms for members.

- **Medieval Market July 2020**

Cllr Garrett would continue his research into the market origins and report back to the next meeting.

16. Action Plans:

- **Update:**

The updated Action Plans had been circulated and published on the website.

- **Projects to be put forward for local CIL funding:**

None.

17. Correspondence:

1/11 Resident

Email suggesting replacing Sausage Fest with a Good Eating Fest. It was agreed to forward the email to the Framlingham Business Association who organises the event.

2/11 Suffolk County Council Health, Wellbeing and Children's Services

Connected Communities Project initiative aimed at improving the health and wellbeing of older people by providing local community based services. It was agreed for the Town Clerk to request further information on the scheme and if Framlingham was included in the pilot.

3/11 East Suffolk Council – Housing Needs

Annual evaluation of rough sleepers in East Suffolk. The Town Clerk would respond.

4/11 Suffolk Coastal Disability Forum

Minutes of last meeting and information on next forum which is open to all. It was agreed to forward the minutes to Cllr Hine.

18. Floral Fram 2020:

➤ **Self-watering planters:**

Options and costs to be considered at the next meeting.

19. Matters of report or items for next agenda:

The Town Clerk reported on the budget preparations to date and the need to trim the budget to within a 2% increase. Therefore budget 2203 and 2210 had been identified to be reduced, and there were no objections.

20. Next meeting:

Tuesday 10th December 2019 at 7.00pm

Meeting closed at 20.35