

Framlingham Town Council
Minutes of the Public Relations and Markets Committee Meeting held via Zoom
on Tuesday 13th October 2020 at 6.00pm

All documents relating to this meeting were made available to Councillors (Cllr) in advance.

1. Apologies:

None received - all present.

Present:

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

In Attendance:

Eileen A Coe (Town Clerk/RFO) and the website manager

2. Declarations of Interest:

None.

3. Minutes of previous meeting:

31131020 - Cllr Hine proposed the minutes of the meeting held on Tuesday 15th September 2020 (circulated in draft form prior to the meeting), be approved as an accurate record, which was seconded by Cllr Kitching with all in favour.

Cllr Hine would sign the file copy of the minutes at the earliest opportunity.

4. PUBLIC COMMENT:

None.

5. CORRESPONDENCE:

None.

6. MARKETS

6.1 Resolution of issues and costs for work required to Pit 2:

It was noted that Pit 2 continued to be isolated and it was agreed to monitor the situation until a solution could be identified.

6.2 Market Pitch Applications

All new applications on hold.

6.3 Castleton Brass Band

Request to use the Charity Pitch on the Saturday Market in December to play carols

It was agreed to approve the request subject to the band being appropriately socially distanced, Covid safe and in accordance with Covid restrictions in place at the time.

It was agreed as there was no space on the market area for the Town Clerk to request a road closure to enable the band to be situated on the highway part of the Market Hill outside the Old Bank House, but keeping the access to The Mews area clear.

6.4 Annual review of Risk Assessments:

Tuesday Market

Saturday Market

Third Party events on Market Hill

The Town Clerk would circulate the revised documents in time for the next meeting once the Market Manager had made any comments.

Cllr Hine reported that she had instructed the Town Clerk not to pursue the item below agreed at the last meeting due to COVID-19 reasons and therefore this item was withdrawn.

“**The Town Clerk was instructed** to contact the Library to see if it would be possible for them to allow their car park to be used on a Saturday for clubs and charities to have stalls for fundraising as they have little opportunity to generate income during the Covid restriction period.”

7. COMMUNITY AND EVENTS:

7.1 Remembrance 2020:

The Town Clerk reported that she had been assisting the RBL and St Michael's Church on a low key by invitation only Remembrance Service on Sunday 8th November and also the gathering on 11th November around the War Memorial. Details had been sent to the website and Framfare. Woodbridge Excelsior Band had agreed to provide a bugler at a cost of £20 to cover expenses.

The Town Clerk/RFO advised that there were funds in the Budget to cover this cost.

It was agreed to pay the costs of £20 for a bugler for the Remembrance Service.

7.2 Christmas:

The Town Clerk reported that Cllr Burroughs had generously offered to fund the tree from his Locality Budget, but this was subject to approval from Suffolk County Council. The tree would arrive on 9th November and would need to be regularly monitored while in situ as required by Zurich Insurers.

It was agreed that the lights could be switched on after 11th November.

It was agreed for Cllr Hine to explore options for the community to make decorations that could be hung, with lights in the area long the Lime trees, or nearby.

7.3 Community Notice Board: – Town Clerk

To consider options, costs and locations:

The Town Clerk reported that a response was awaited from the PCC and 10 Church Street on the location of the new board and she would circulate the responses along with options and costs to be considered at the next meeting

7.4 Town Survey: – Cllr Hine

Consider actions arising from analysis & recommendations in all three published reports: Communication & Town Council, Activities & Facilities, Traffic & Infrastructure

Cllr Hine suggested in response to strong interest in recycling a community project to aim for a plastic bag free town, asking all retailers for support by not providing plastic bags, only alternative recyclable ones.

It was agreed to promote this idea to set up a project, working with community organisations

7.5 Framlingham Business Association – Cllr Wraight and the Town Clerk

Cllr Wraight and the Town Clerk attended the AGM. Both the Chair and Vice-Chair had stepped down therefore both positions were vacant.

7.6 Inclusivity Working Group & ESC Community Area Partnership – Cllr Hine

Update on CPA priorities: Youth Development, Social Isolation, Community Transport

Cllr Hine reported that there would be a CPA meeting Meeting on 22nd October to consider projects for funding.

7.7 WiFi Geo-sense reports:

Consider how to analyse these updates & how to publish the information usefully.

Deferred to the next meeting

7.8 WiFi Smart Towns initiative: – Cllr Garrett

Consider next steps – email from ESC – CPA Annual Forum (Smart Towns 5th Nov) ref potential grant funding from ESC for extension to current system – Year 1 of 3 – funding for future – advertising – working with FBA.

The Town Clerk had circulated details of the ESC Annual Forum to Councillors which was open to all to attend. One of the workshops was about the Smart Town's initiative and Framlingham's Pilot Scheme. Cllr Garrett would attend and report back.

8. Website:

8.1 Visitor Report:

Monthly Data - plus any updating / revision issues to discuss with website manager

The Chair proposed an adjournment to allow the website manager to speak

The website manager confirmed that in the previously circulated report the number of visits to the site was down from the previous month, but this was normal for this time of year, notwithstanding the overall Covid effect on visitors.

The Chair reconvened the meeting.

Cllr Wraight noted that there was incorrect and missing information on the website.

It was agreed that Cllr Wraight should email the Town Clerk with the details in order that she could pursue with the website manager.

It was agreed to review the way the documents are ordered on the Documents Page of the website

It was agreed that all documents sent to Councillors with the agendas should also be sent to the Private Page of the website, in order to allow all Councillors access to the documents.

It was agreed that documents would be deleted after 2 months by the website manager

8.2 Update on Contract Review 2021/22:

It was agreed that the work on reviewing the contract would be done as follows:

Website aims & content – Cllr Hine and Cllr Wraight

Functionality & features (incl. accessibility) – Cllr Garrett

Contract options – Cllr Wraight and DTC

9. Communications:

9.1 New online & printed Town Guide/Town Trail:

Deferred due to current situation taking precedence

9.2 Town Council information leaflet:

Deferred due to current situation taking precedence

9.3 Communication & Community Engagement Policy:

Improving and developing new ways of engaging with the community: revising the Engagement Policy and developing a Media Policy, including editorial guidelines.

Cllr Hine had circulated a document with revisions to the Community Engagement policy.

It was agreed to implement the changes.

It was suggested that information from the Welcome Packs be made available on the website.

9.4 Town Council Newsletter, Website News & Public Notices:

Improving the reporting of Town Council work to facilitate better public engagement, and planning a regular reporting schedule

Cllr Hine had circulated a document outlining the need to inform people on a regular basis of the work of each committee, (ref. to the revised Community Engagement policy).

It was agreed for Councillors to produce quarterly reports and a sample report would be circulated to Cllrs as an example.

A further document circulated on Editorial Guidance from Suffolk County Council was also discussed.

It was agreed to recommend that an editorial style for reports should be adopted across the Council, and for Cllr Hine to produce a short version of this guide, appropriate to Framlingham, and Cllr Garrett to a draft blank template document for the next meeting.

9.5 Town Council Documents Presentation - Agendas, Minutes, Reports & Policies

Consider implementation of revised presentation for all documents

It was agreed to implement the changes outlined in the sample Agenda and Minutes.

It was agreed to work on options for the Town Council header at the next meeting.

9.6 Social Media: Instagram – Town Clerk and Volunteer

Monthly update - None

10. CCTV: – Cllr Kitching

The Town Clerk reported that there had been 18 requests for information to date and 4 requests for a meeting. Cllr Kitching said that he was only available on one day in October to meet prospective tenderers.

It was noted that the deadline for tenders was 1st November but this may need to be extended.

It was agreed for the Town Clerk to arrange the meetings within Cllr Kitching's availability.

11. Action Plan & New Projects:

11.1 Potential New Projects:

Community Communication proposal for Framlingham.com – One stop shop for community information on wellbeing, activities and events on the website

111131020 Cllr Hine proposed that the above project be put forward for CPA funding which was seconded by Cllr Garrett with all in favour.

BusyBox Resources – There was some strong concern expressed on this idea by members of the HOUR Community, and Cllr Hine reported that she now understood that SCC were developing befriending boxes of their own, and so this project could end up duplicating another initiative.

It was agreed to withdraw this item.

Friendly Community Bench – Cllr Hine advised that funding was available and members were requested to think about a suitable location.

Agreed as an agenda item next meeting.

A “Great Get Together” event – a post Covid event for the whole town in 2021

Deferred to next meeting.

Climate / Recycling initiative – discussed under item 7.4

CPA funding for Youth Development, and Social Isolation projects

It was agreed to advertise the availability of funding under £5,000 for community groups

11.2 Projects to be put forward for local CIL funding & Community Area Partnership funding:

Current: CCTV project – Local CIL

New: Community Communication Proposal for framlingham.com – CPA

11.3 Updates for Action Plan:

Community Communication for the website

12. Budget 2021/2022:

The committee's income and expenditure for the next financial year was considered and noted by the Town Clerk/RFO. The final figures would be presented to the Finance Committee in November for a recommendation to Full Council in December/January.

13. Matters of report or items for next agenda:

Next Agenda:

Review FTC documents page

Letter heading Design

Post Covid event

14. Next meeting:

Tuesday 10th November 2020 at 6.00pm

Meeting closed at 20.10