

**Agenda for the Public Relations and Markets Committee Meeting to be held  
on Tuesday 12<sup>th</sup> September 2017 in The Cell, The Old Court House, Bridge Street at 7.30pm**

**1. Apologies:**

To receive and accept apologies for absence:

**Present:**

**In Attendance:**

Eileen A Coe (Town Clerk/RFO)

**2. Declarations of Interest:**

**3. Public Comment:**

**4. Minutes of previous meeting:**

To approve the minutes of the previous meeting as an accurate record

**5. Firework Spectacular:**

To consider arrangements and costs

To approve catering outlets

To approve the quotation from Synergy Audio for PA services at £172.80

To approve the quotation from St John Ambulance for First Aid cover at £198.72

To note cost for 2 x disabled toilets at £240.00

To note Temporary Event Notice for alcohol received

To approve posters and flyers

To approve costs from Earl Soham Brewery

Response from Explorer Scouts:

Stewards list

**6. Markets:**

➤ **Tuesday Market:**

➤ **Saturday Market:**

➤ **Electrics:**

Quarterly Inspection Report for Market Hill sockets

Update on progress of the upgrade of the electrical system on Market Hill

➤ **To consider any Market Pitch Applications received prior to the meeting:**

**Darron Crane** – 10ft pitch selling ladies fashions

➤ **Annual review of Market regulations and Charges:**

**7. Website:**

**8. Town Council Office Matters:**

➤ 'Family' image, type-face and letterhead

➤ Christmas card competition – Cllr Clouting and the Town Clerk

**9. Framlingham Business Association:**

To report on last meeting – Cllr Kitching and Cllr Clouting

CCTV update

To approve Event Management Plan and Risk Assessment for use of Market Hill for the Sausage festival on 8<sup>th</sup> October.

**10. Framlingham Signs:**

To consider further detail on replacement signs incorporating the town crest and 'Fairtrade Town' and response from SCC.

**11. Correspondence received since the last meeting:**

➤ Email with concerns relating to parking for Framlingham Castle 'Special Events' weekends.

➤ **7/9** Copy of letter sent to SCN regarding the increased usage of the bottle bank in Fore Street car park and problems with noise.

➤ **9/9 Suffolk Coastal District Council**

Anti-Social Behaviour, Crime and Policing Act 2014 Public Space Protection Orders – Dog controls in the Suffolk Coastal District Consultation - deadline 22<sup>nd</sup> September.

## **12. Allotment Competition 2017:**

To note results.

## **13. 2017/18 Action Plan:**

- Updates
- Detailed and fully costed CIL funding nominations for IPC

Chair lift for Library

## **14. Budget 2018/19:**

To note final income and expenditure report for Soap Box Race event

## **15. Matters of report or items for next agenda:**

### **Communication with the Public and Items for Newsletters:**

#### **Matters of Report:**

Sponsored Walk in aid of CClr Burroughs Charity – Cllr Kitching and Cllr Hopkins

#### **Items for next Agenda**

## **15. Next meeting:**

Tuesday 10<sup>th</sup> October 2017 at 7.30pm