

**Minutes of the Public Relations and Markets Committee Meeting held
on Tuesday 12th November 2017 in The Cell, The Old Court House, Bridge Street at 7.30pm**

1. Apologies:

Cllr L Clouting

Present:

Cllr S Bennell, Cllr S Hopkins, Cllr G Kitching (Chair), Cllr B Roberts and Cllr J Simpson

In Attendance:

Mrs Eileen A Coe (Town Clerk/RFO)

2. Declarations of Interest:

None.

3. Public Comment:

None.

4. Minutes of previous meeting:

Cllr Kitching proposed the minutes of the meeting held on Tuesday 10th October (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. Soap Box Race 2018

Cllr Kitching and Cllr Hopkins would meet with the two new volunteers that had come forward offering to help with Town Council organised events.

6. Scarecrow Festival:

Cllr Hopkins suggested working alongside the Sports Club to organise a festival for the Gala weekend with a combined theme. A small budget would be required for publicity and prizes. It was agreed for Cllr Hopkins and Cllr Simpson to investigate further and report back to the next meeting.

7. Firework Spectacular:

➤ **De-brief**

It was noted that the event had been very successful with the best attendance and profit to date. Issues identified which would be addressed prior to next year were:

Parking – contact to be made with Sports Club for options

One more flood light on stand needed for entrance – Town Clerk to obtain a cost

Another set of festoon lights needed for the entrance – To be investigated

Request toilets are supplied with light – Town Clerk to investigate with supplier

PA Speaker – one to be facing entrance for information purposes – To be investigated with supplier

Large crowd exiting site all at once after firework display – options: Music/Band – Raffle (identical numbers on each half of advance tickets for raffle prize) to be considered

More £1 coins – consider larger float

More yellow stewards jackets needed – Town Clerk to obtain cost

It was agreed to consider all the above at the January Committee meeting.

➤ **Income and Expenditure report:**

The Town Clerk/RFO provided an income and expenditure report and the estimated profit of £3,749.84 was noted (subject to minor expenditure invoices not yet received)

The hard work and support of members of the Framlingham Scout & Guide Group and First Deben Scouts was noted and the Town Clerk had sent emails/letters of thanks to all involved.

It was unanimously agreed to recommend a donation of £350 to both Framlingham Scout & Guide Group and First Deben Scouts to Full Council on 7th December. The remaining profit figure would be recommended to Full Council for transfer into the Entertainments Reserve Account.

It was agreed to have a stall outside the Library at Late Night Shopping on 1st December selling the remaining stock of glo-products.

It was agreed to provisionally book Kimbolton Fireworks for Saturday 3rd November 2018 and to request a cost for a 15 minute display, which would be considered at the January meeting, with a view to recommending approval to Full Council.

Cllr Kitching thanked the Town Clerk for all her hard work and support with organising the event.

8. Markets:

➤ Tuesday Market:

No business.

➤ Saturday Market:

No business.

➤ The following Market Pitch Applications were considered:

➤ Germain Trevor- Massey

Application for a 15ft pitch selling Silk, linen and Italian clothing, designer and vintage style leather bags, scarves, costume jewellery, hats and gloves. Approved

➤ Sylvia Warry (NOGH) No One Goes Hungry

Application for a 10ft pitch selling free from and vegan cakes, snacks and treats. Approved.

➤ Richard Bond (Bond Designs)

Application for a 10ft pitch on the Saturday market selling various woodwork items, tables, chopping boards, bespoke furniture. Approved.

➤ Adam Barker

Application for a 10ft pitch on the Saturday market selling a Wildlife Calendar. Approved.

➤ James Hilton – Love a Taste

Application for a 10ft pitch selling wine taster boxes containing 6 x 125ml bottles of red and white wines. Approved.

➤ Annual review of Markets Risk Assessments:

The Risk Assessments were reviewed and agreed with no changes.

The Town Clerk/RFO advised that once completed, all reviewed risk assessments would be presented to Full Council for approval.

It was agreed to remind market traders of the requirement to use cable covers.

➤ Electrics:

It was noted that refurbishment work was expected to start on 8th January 2018.

9. Website:

It was agreed for the Town Clerk to arrange a meeting with the website manager to discuss various issues on 5th December. A report would be made at the next meeting. Cllr Garrett would be invited to attend.

10. Town Council Office Matters:

➤ Annual review of Town Council Office Risk Assessment:

Cllr Kitching agreed to undertake this task with the assistance of the Town Clerk.

➤ Annual review of Third Party events on Market Hill Risk Assessment:

The Risk Assessment was reviewed and agreed with no changes.

The Town Clerk/RFO advised that once completed, all reviewed risk assessments would be presented to Full Council for approval.

11. Communications:

➤ Town Guide:

There was some discussion on the proposal to produce a new Town Guide in an A6 portrait, pocket sized edition, which would be available free to all from various outlets in the town and other tourist information centres.

Cllr Bennell agreed to lead the project with support from Cllr Kitching. A proposal to produce 4000 copies would be considered further after approval of the 2018/19 budget in January, for production in April 2018.

12. Framlingham Signs:

The Town Clerk reported that she had contacted Suffolk County Council for clarification of the quotation as requested at the last meeting. The estimated costs for the scheme to design, supply and install five new signs would be £4,145.66 plus construction implementation costs of approximately £2,800. The Town Clerk advised that as long as the correct specification was used, a quotation could be obtained from another supplier. It was agreed for the Town Clerk to proceed with sourcing other suppliers and costs, which would be considered at the next meeting.

Cllr Simpson gave his apologies and left the meeting at this point (8.30pm)

13. Duel Litter and Re-cycling bins:

The Town Clerk reported that SCN had provided a quotation of £700 each for replacing the current litter bins in the town with duel litter/recycling bins. There would also be an extra cost for fixing each one into position. SCN had advised that recycling could not be guaranteed as it had been found in other locations that the contents were always contaminated and the material could not then be recycled.

In the light of this information it was agreed not to proceed.

14. Framlingham Business Association:

Next meeting 20th November.

Completed Event Management Plan and Risk Assessment for the Framlingham Christmas Market to be held on Sunday 26th November - approved

Insurance confirmed for the loan of marquees, bollards, weights etc and Market Hill electricity. Approved but the Town Clerk was requested to ensure that all equipment was returned in good condition and to exact positions in storage.

15. Correspondence:

➤ **Suffolk Coastal Norse**

Quotation for street cleaning services 1 hour per day six days per week to include litter picking on Fens and Pageant Field from 1st April 2018 – 31st October 2018 @ £1740.35

It was agreed to recommend approval to Full Council on 7th December.

➤ **Suffolk Coastal Norse**

Quotation for watering 10 flower tubs and the War Memorial garden from 1st June - - 30th September 2018 @ £2,300. Declined and funds put in the budget for a local contractor, which would be considered further after 1st April.

➤ **Late Night Shopping Event**

Completed Event Management Plan/Risk Assessment/Insurance for the Late Night Shopping Event to be held on Friday 1st December. Approved.

➤ **Item 33/11 East Anglian Air Ambulance**

Information on EAAA 'Only the Brave' event to be held on Sunday 25th March 2018. Noted.

➤ **Item 34**

Request to bring the BBC bus (Mobile Santa's Grotto) to the Market Hill one morning week beginning 18th December. It was agreed for the Town Clerk to respond suggesting alternative locations due to the complications of the Christmas tree, Tuesday market and TRO for parking on the Market Hill area.

16. 2017/18 Action Plan:

Updated and noted.

➤ Detailed and fully costed CIL funding nominations for IPC

None.

17. Matters of report or items for next agenda:

Election of Committee Chairman

Informal Councillor meeting in January

Small electrical items recycling facility

18. Next meeting:

Tuesday 12th December 2017 at 7.30pm

Meeting closed: 20.43pm