

**Minutes of the Public Relations and Markets Committee Meeting held
on Tuesday 14th February 2017 at 10 Riverside at 7.30pm**

1. Apologies:

Apologies were received and accepted from Cllr L Clouting and Cllr E Jones

Present:

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

In Attendance:

Mrs Eileen A Coe (Town Clerk/RFO)

2. Declarations of Interest:

Cllr Hopkins declared a pecuniary interest in item 9 and signed the Interest Book.

3. Public Comment:

None.

4. Minutes of previous meeting:

Cllr Kitching proposed the minutes of the meeting held on Tuesday 10th January (circulated in draft form prior to the meeting) were approved as an accurate record, which was seconded by Cllr Roberts, with all in favour.

The Chairman then signed the minutes.

5. Gravity Go Cart Race:

Date: Sunday 21st May 2017

Arrangements:

There was some discussion on the arrangements for the event and it was agreed to change the name to 'Soapbox Race'. The details of the designated website provided free of charge by Simon Wade were noted and agreed.

Marshalling duties - Cllr Hopkins reported that he had spoken to Steve Lovett (First Deben Scouts) regarding marshalling duties, and would report progress at the next meeting.

The draft posters were approved.

It was agreed for the Town Clerk to apply for a licence for collecting buckets and Cllr Hopkins would provide the buckets.

The Town Clerk reported that a PRS Licence had been obtained as requested, and the use of the Co-op staff car park and St Michael's Rooms car parking area on the day had been confirmed.

Event Management Plan – next meeting

It was agreed for the Town Clerk to produce advance warning letters and posters, which would be delivered/erected by Helen Ball.

Raffle – Cllr E Jones to organise (tbc)

The Town Clerk provided costs for fluorescent flags, which was considered. It was agreed that 8 flags would be needed and the Town Clerk would obtain a total cost for consideration at the next meeting.

The Town Clerk reported that she had arranged with Suffolk Coastal Norse for the mechanical sweeper to attend on Monday 22nd May which had been agreed at no extra cost.

Straw bales – Cllr Hopkins would report progress at the next meeting.

Sponsorship – Cllr Hopkins had requested the Town Clerk to wait following the agreement to send letters at the last meeting as Cllr E Jones had approached potential sponsors verbally, but a follow up letter may be needed in due course. Cllr Hopkins would meet with Cllr E Jones and the Town Clerk prior to the next meeting when an update would be provided.

Catering – It was agreed to defer this decision until the next meeting.

The Town Clerk confirmed that the insurance, first aid provision and traffic management were all in place for the event. The confirmation of the road closure was awaited from Suffolk County Council.

6. Markets:

➤ Tuesday Market:

No business.

➤ Saturday Market:

A suggestion from the Market Supervisor to encourage regular trader attendance on the markets was considered. Following discussion it was agreed to amend the Market Regulations to state that regular traders must commit to attend the market for at least 10 out of 13 weeks of every quarter (leaving an allowance of 3 weeks to cover any illness per quarter) If a regular trader failed to attend 10 or more Tuesday market days or 10 or more Saturday market days, then the trader would revert to casual status for the following quarter for the

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related market day. During the following quarter if the trader had attended 10 or more Tuesday market days or 10 or more Saturday market days, then regular status would be resumed.

The members agreed with the Market Supervisor that for the markets to survive and prosper it not only needed regular customers but regular traders as well.

➤ **Electricity Supply:**

The Town Clerk reported that the quarterly inspection report had been completed and the recommended improvements were noted. The Town Clerk was requested to obtain a quotation for the work, which would be considered at the next meeting.

Cllr Kitching reported that a meeting had been held on the Market Hill with electrical contractors and road work engineers, relating to the upgrading of the electricity supply. A further quotation was awaited. It was agreed to consider all quotations and options for the work at the next meeting.

➤ **The following Market Pitch Applications were considered:**

➤ **Katie Lodge – National Youth Choirs Great Britain**

Request to perform a short, free pop up concert in the centre of town during their stay at Framlingham College in August. Approved.

➤ **Wendy Sayer**

Application for a casual pitch on the Saturday Market selling handmade gifts, cards and items for the home. Approved.

➤ **Diane Lewis (Lillies of Raydon)**

Application for a casual pitch on the Saturday Market selling flowers and gifts. Approved

7. Armed Forces Day Event 2017:

No business.

8. Website:

It was noted that Interviews for the Website Contract 2017 – 2022 had been undertaken and a recommendation would be made to Full Council on 2nd March.

9. Town Council Office Matters:

➤ **Framlingham Calendars 2017**

It was agreed to reduce the Calendars to half-price and write off the remaining stock at the end of the financial year (31st March)

Cllr Hopkins declared a pecuniary interest in the next item and left the room

➤ **Contribution for use of FAYAP Trailer**

Cllr Kitching noted that the Finance Committee had recommended approval of a grant application to FAYAP for various items totally £938.12. Therefore, it was agreed that a donation would be considered and agreed when booking the FAYAP trailer for use at future Town Council events

Cllr Hopkins returned to the room.

10. Framlingham Business Association:

Cllr Kitching reported on the meeting held on 23rd January. Cllr Clouting and the Town Clerk had also attended. Dates agreed: Heritage Open Day 9th September, Sausage Fest 8th October, and Christmas arrangements would be considered further at the next meeting.

Cllr Kitching had reported on the meeting held with Sgt Beresford and CCTV issues which was of interest to the FBA. The Town Clerk had obtained information from Southwold Town Council on its CCTV system as requested, which was noted.

Cllr Kitching proposed to invite Jenny Stockman (FBA Interim Chairman) and Sgt Beresford to a meeting to discuss a joint project, with the FBA taking a leading role, which was agreed. The Town Clerk was requested to organise and attend the meeting.

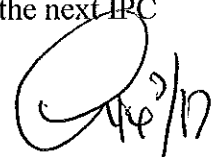
The request from Jenny Stockman (FBA Interim Chairman) for the use of the Market Hill for the Sausage Festival on Sunday 8th October was considered and agreed subject to completion of an Event Management Plan.

11. Annual Parish Meeting:

Date: Thursday 27th April 2017

It was noted that Charity Quin had agreed to be the Guest Speaker at the Annual Parish Meeting.

Display Boards – would be needed. Cllr Kitching would discuss the format of the meeting at the next IPC meeting.



12. Policing/CCTV:

Response from Southwold Town Council. Noted under item 10 above.

13. Correspondence received since the last meeting:

Suffolk Coastal District Council 3/03

Letter from Stephen Baker (CEO) regarding the merger of SCDC and Waveney DC assuring that the impact of Town & Parish Councils is expected to be minimal. Noted.

14. 2016/2017 Action Plan:

Cllr Kitching had updated the Action Plan which was noted and agreed.

15. Matters of report or items for next agenda:

Communication with the Public: Items for newsletters:

Soap Box Race

APM date and Guest Speaker

Next Agenda:

- Framlingham Calendar 2018
- Annual Newsletter

16. Next meeting:

Tuesday 14th March 2017 at 7.30pm

Meeting closed at 8.34 pm.

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