

Framlingham Town Council

TOWN COUNCIL CHAIR:

Cllr Clive Eastwood

TOWN COUNCIL OFFICE

**10c Church Street
Framlingham
Suffolk IP13 9BH**

TELEPHONE: **01728 720183**

VISIT OUR WEBSITE:

www.framlingham.com



TOWN CLERK &
RESPONSIBLE FINANCIAL OFFICER:

Mrs Eileen A Coe

CILCA AICCM PSLCC

townclerk@framlingham.com

DEPUTY TOWN CLERK:

James Overbury

BA (HONS) CILCA

dtc@framlingham.com

MEMBERS OF THE

Communications, Events and Partnerships Committee

Cllr M Hine, Cllr S Garrett and Cllr J Jones, Cllr C Ramsey-Bennett and Cllr P Dean

You are hereby summoned to attend a **Meeting** of the **Communications, Events and Partnerships Committee**

to be held on Tuesday 10th May at 7:00pm in the Town Council Office

for the transaction of the business on this Agenda

Public Attendance:

Members of the public and press are welcome to join the Zoom meeting and will be invited to speak under item 6 of the Agenda.

Join Zoom Meeting

<https://us02web.zoom.us/j/86970693117?pwd=UnMxODBaQlFmbU5sUVR2SmJ4N2dydz09>

Yours Faithfully,

James Overbury
Deputy Town Clerk

**Agenda for the
COMMUNICATION EVENTS & PARTNERSHIP COMMITTEE
To be Held at 7:00pm on Tuesday 10th May 2022 in the Town Council meeting room.**

ELECTION OF CHAIR OF COMMITTEE

1. APOLOGIES

To receive and accept apologies for absence:

2. PRESENT:

3. IN ATTENDANCE:

James Overbury (Deputy Town Clerk)

4. DECLARATIONS OF INTEREST

5. MINUTES OF PREVIOUS MEETING

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

6. PUBLIC COMMENT

To adjourn the meeting for public comment

7. EVENTS

7.1 Events budget allocation for 2022/23

To consider budgets and expenditure

7.2 Queens Platinum Jubilee - Update from Working Group

7.2.1 Jubilee Mugs & Tea Towels - Update

7.2.2 Risk Assessment for the POP event

<https://www.framlingham.com/uploads/ra-pop-2022-06-05-eac-v1.pdf?v=1651574730>

7.2.3 POP event Management Plan

7.2.4 Risk Assessment for the Crowns & Coronets Workshops

<https://www.framlingham.com/uploads/ra-creative-workshop-2022.pdf?v=1651574176>

7.2.5 Torch Relay – Update

<https://www.framlingham.com/uploads/cep-torch-relay-2022.pdf?v=1651575866>

7.2.6 Bunting costs request

7.3 Armed Forces Day - Update on Plan

7.4 Suffolk Day 21 June 2022 - Update on plans

Invitations, program for the day, Cllr welcome on radio before 7am, interviews, proclamation & TMHS, FBA shop window competition, PR

7.5 Eastern Angles Outdoor Theatre - Streets Alive Saturday 16th July

Response from theatre group

7.6 Sound & Light Spectacular on Nov 5th - Update on plans

7.6.1 Noise of Art - contract terms

7.6.2 English Heritage - cost & plan proposal

7.7 Xmas 2022 - Planning for Dec 2022 event

Agree date of 2nd Dec 2022 and discuss developing a plan for the event

7.8 Glow Products - from previous Fireworks Festival

8. COMMUNITY & PARTNERSHIPS

8.1 FBA - Feedback from recent meetings

8.2 Other Groups

Feedback from Annual Parish Meeting: Library & Sustainable Framlingham, plus FAYAP, Fairtrade, Scouts & Guides, Sport Club, Hour Community, Film@Fram, CCR ...etc.

8.3 Rural Asset Register - ESC Community Partnership initiative

<https://www.framlingham.com/uploads/copy-of-rural-proofing-asset-register-fram.pdf?v=1651574518>

9. COMMUNICATION & PR

9.1 Current Website - Matters arising

9.2 News & Social Media - Update on Town Council Facebook Page

9.3 Calendar 2023 - Update on “Then and Now” theme

Review all photographs, and agree content

<https://www.framlingham.com/uploads/then-now-selection.pdf?v=1651575043>

9.4 News Items - to be considered for next month from Lands, Highways, Planning, Strategy, Communication, Finance, and Full Council

10. PROJECTS

10.1 CCTV - Update

10.2 First Light Town Centre project - Update

10.3 ESTI - Online Town Trails x2

Update on Adult & Child Trails, plus six Town Noticeboards with QR codes

10.4 ESTI - Sunday Street Fairs (2 in 2022)

Update on proposed Black Dog Events plan for 14th August Artisan Market

10.5 New Noticeboard – Update

11. CORRESPONDENCE

12. ACTION PLAN - last updated January 2022

13. MATTERS OF REPORT

Annual Newsletter

14. ITEMS FOR NEXT AGENDA

New Policy - Events & Activities

New Policy - Communication & Media (including revisions to current policies)

Xmas Cards - print and costs

The next meeting of the CEP will be at 7:00pm on Tuesday 14th June 2022