

Framlingham Town Council

TOWN COUNCIL CHAIR
Cllr Clive Eastwood

TOWN COUNCIL OFFICE
**10c Church Street
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TOWN CLERK
RESPONSIBLE FINANCIAL OFFICER

Mrs Eileen A Coe
CilCA AICCM PSLCC DPS
townclerk@framlingham.com

DEPUTY TOWN CLERK

James Overbury
CilCA BA (HONS)
dtc@framlingham.com

7th June 2022

**MEMBERS OF THE
COMMUNICATION, EVENTS AND PARTNERSHIPS COMMITTEE:
Cllr M Benbow, Cllr C Bennett, Cllr P Dean Cllr S Garrett, Cllr M Hine
and Cllr J Jones**

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

To be held on:

Tuesday 14th June 2022 at 7.00pm

At:

The Town Council Meeting Room – 10c Church Street
For the transaction of the business on this Agenda.

Public Attendance:

Members of the public and press are welcome to join the meeting in person or via the zoom link below and will be invited to speak under item 6 of the Agenda.

Join Zoom Meeting:

<https://us06web.zoom.us/j/84921538054?pwd=czg2R3JYdVBDMWx4VGxkVVBLbXFidz09>

Meeting ID: 849 2153 8054
Passcode: 001042

Please note this meeting may be recorded

Yours Faithfully,

Eileen A Coe (Town Clerk/RFO)

AGENDA

Framlingham Town Council

Communications, Events and Partnerships Committee to be held on

Tuesday 14th June 2022 at 7.00pm

All documents relevant to the meeting have been circulated to Councillors

1. Apologies:

To receive and accept apologies for absence

2. Present:

3. In attendance:

Mrs Eileen A Coe (Town Clerk/RFO)

4. Declarations of interest:

5. Minutes of the previous meeting:

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

6.1 The Chair will propose an adjournment for the following item:

6. Public Comment:

6.2 The Chair will propose to reconvene the meeting:

7. EVENTS:

7.1 Torch Relay – Monday 30th May

Report.

7.2 Party on the Pageant – Sunday 5th June

Report and update on income and expenditure- Town Clerk/RFO -circulated

7.3 Suffolk Day – Tuesday 21st June

Update.

7.4 Armed Forces Day – Saturday 25th June

Update.

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

Update – Banner to be erected and use of Pavilion to be confirmed

7.6 Sound & Light Spectacular - Saturday November 5th

7.6.1 To report on meeting held on 25th May – circulated to members

7.6.2 To consider revised cost proposal - circulated

7.7 Christmas 2022 – Friday 2nd December

7.7.1 To agree to set up a Working Group (to discuss arrangements for the event and consider costs and donation of any profit to a Charitable organisation), which will report back to the Committee on a monthly basis.

7.7.2 To consider the cost for a 25ft Christmas tree delivered, erected, dismantled and disposed of from Eleveden Estates at £2,620.00 and to make a recommendation to Full Council

7.8 Artisan Market for 2023 (ESTI Funded)

To discuss planning a smaller event

8. COMMUNICATION & PARTNERSHIPS

8.1 Website:

8.1.1 Report of Website Working Group meeting held on 18th May

- Statistics to be produced quarterly and reported to committee
- To agree delegated powers for Cllr Hine to take responsibility for news and PR overseen by the Town Clerk/Deputy Town Clerk
- Agenda and Meeting documents on Calendar no links on agenda. Produce separate document with links for planning application items
- What's On page – need a volunteer?
- To approve the cost of £75 for photoshop for Cllr Hine
- To produce a master file of all website instructions/manuals to be kept in the Office.

8.2 News & Social Media:

- Town Clerk and Deputy Town Clerk to produce brief news items for individual committee's within their responsibility on a monthly basis and send to Office Assistant
- Office Assistant to keep a separate folder of news items and collate for monthly news. Town Clerk to oversee content
- To discuss the process of responding to facebook comments – see Breakthrough Webinar Guide - attached

8.3 Communication and Media Policy:

To consider producing a new policy to incorporate the current Social Media and Press Policies.

8.4 Calendar 2023:

Update

9. PROJECTS:

9.1 CCTV:

Update

9.2 ESTI - Online Town Trails

To produce a specification for the purpose of obtaining quotations for the work to produce Adult and Child online Town Trails, plus QR codes for the six Town Map Boards.

9.3 Christmas Cards:

To agree design option and printing costs

10. Correspondence:

To consider correspondence received including the following:

10.1 Steph Bennell – Fairtrade

Email advising that the Fairtrade Town Status is due for renewal

To consider a recommendation to Full Council:

'Framlingham Town Council aims to be recognised as a Council that actively supports and promotes the concept of Fairtrade. Therefore on (date of meeting at which the resolution was passed) the Town Council resolved to promote awareness of Fairtrade issues; use Fairtrade products when practicable; and support initiatives to maintain Framlingham's status as a Fairtrade Town.'

10.2 East Suffolk Council:

Email requesting permission to email registered Wi-fi users the details of the First Light Festival in Lowestoft and also views on Wi-fi signage for the town

11. Action Plan:

12. Matters of Report and items for the next agenda:

12.1 To report on Jubilee Celebrations:

SRHPS – Jubilee Church Service and presentation of mugs

Mills Meadow Jubilee Tea Party and presentation of mugs

Town Council Office decorated

Flower tubs and War Memorial planted in red, white and blue

Contribution towards bunting in the town provided.

13. Date of next meeting:

Tuesday 12th July 2022 at 7:00pm