

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 DPS
townclerk@framlingham.com

DEPUTY TOWN CLERK

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

6th September 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 13th September 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/83089152050?pwd=d0FWZVVmZ1hnYlVKbEMwdjIVZytBUT09>

Meeting ID: 830 8915 2050
Passcode: 301609

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 13th September 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 Framlingham Sound & Light Spectacular – Friday November 4th

7.1.1 To report on Working Group meetings

7.1.2 To consider the quotation from Leiston Press for 6 x 1200x800mm correx boards at £174.00

7.1.3 To consider the quotation from Leiston Press for 4 x 1525mm x 610mm hemmed and eyeletted banners at £97.00

7.1.4 To consider the cost of £591.36 for event insurance from Hiscox

7.2 Christmas 2022 – Friday 2nd December

7.2.1 To consider quotations for the erection of Christmas lighting in the town and tree including star and baubles:

Hudsons Electrical Ltd – Declined as too busy

Pearce and Kemp Ltd – Site visit carried out and quotation received
Deben Electrical Ltd – Site visit carried out

7.2.2 To report on Working Group meetings

7.2.3 To consider quotations for road closure

7.2.4 To agree cost of £60 + vat for Pop Chorus

7.2.5 To agree costs for materials for activities

7.2.6 To consider the quotation from Leiston Press for 6 x 1525mm x 610mm hemmed and eyeletted banners at £148.00 plus £25 Art work if required.

7.3 Remembrance and Sunday Parade:

To consider arrangements – Town Clerk

7.4 Artisan Market for 2023 (ESTI Funded)

Report on feed-back from FBA, Retailers and other towns

8. COMMUNICATION & PARTNERSHIPS

8.1 Current Website: Matters arising

8.1 News & Social Media: Matters arising

8.2 Communication and Media Policy:

To consider producing a new policy to incorporate the current Social Media and Press Policies – update from Cllr Hine

8.4 Fairtrade status renewal:

Fairtrade Renewal - further info for consideration by full Council and proposal for Fairtrade Climate and Justice issues

8.5 Councillor Drop in Events:

Consider suggestions for events for consideration by full Council.

9. PROJECTS:

9.1 CCTV:

Update

9.2 ESTI - Online Town Trails

To consider responses received for the work to produce Adult and Child online Town Trails, plus QR codes for the six Town Map Boards:

Drab -

Today Magazines – declined as too busy

About Media – Declined

Micropress -

9.4 Calendar 2023:

On sale in Town Council Office and Bookshop

9.5 Calendar 2024:

To consider ideas for public contribution of images

9.6 Jubilee T Towels and Mugs:

To note items left in stock and to consider reducing the price of the remaining items for sale.

9.7 Flowering cycles for 2024

To consider refurbishment/Repair/Painting/new baskets/Plants/Licence for attaching to lamp-posts/Budget/Volunteers

9.8 Plants for Framlingham road signs

To consider Lavender/Summer bedding/Bulbs/Budget/Volunteers

10. Correspondence:

James Gorst Architects:

Email requesting CIL funding or other funding for a community notice board to be sited outside the new Castle Community Rooms

11. Action Plan:

12. Budget 2023-2024

Discussion on possible projects and their potential budget requirements

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

Budget 2023-2024

Tuesday 11th October 2022 at 7:00pm