

Framlingham Town Council

TOWN COUNCIL CHAIR
Cllr Clive Eastwood

TOWN COUNCIL OFFICE
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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

1st November 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 8th November 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/84422768578?pwd=emJ1eIBjWWlzaFNlb2pYOXJjUmErZz09>

Meeting ID: 844 2276 8578

Passcode: 263634

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 8th November 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. Budget:

Budget 2023-2024

To consider final document – circulated to all Cllrs

8. Events:

8.1 Framlingham Sound & Light Spectacular – Friday November 4th

8.1.1 Debrief

8.2 Christmas 2022 – Friday 2nd December

8.2.1 To report on Working Group meetings

8.2.2 To approve the Event Management Plan and Risk Assessment

8.2.3 To consider costs for refreshments for Office opening at event up to £50

8.2.4 To agree the cost of £150 for a sound system (Epic Sound and Light) for the event from EMR 334

8.2.5 To agree the cost of £150 for the hire of The Old Theatre and £25 for hire of the Unitarian Meeting House for stalls

8.2.6 To consider compensation for the use of electricity for the Christmas lighting installation to town businesses.

8.3 Artisan Market for 2023 (ESTI Funded)

Report on feed-back from FBA, Retailers and other towns and to consider an event in spring 2023

9. COMMUNICATION & PARTNERSHIPS

9.1 Current Website: Matters arising

9.1 News & Social Media: Matters arising

9.2 Communication and Media Policy:

To consider further updates to the draft policy

9.4 Fairtrade status renewal:

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

9.5 To agree cost of £240 for a double page spread in the next two issues of Framfare (Dec and Feb)

10. PROJECTS:

10.1 CCTV:

Update

10.2 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 - Received

Today Magazines – declined as too busy

About Media – Declined

Micropress - Reminded

10.3 Calendar 2024:

Artists Calendar

10.4 Plants for Framlingham road signs

To consider costs Lavender/Summer bedding/Bulbs and SCC licence

11. Correspondence:

11.1 Suffolk East Federation of Women's Institutes

Letter requesting assistance to encourage new members

11.2 Cambridge Touring Productions

Letter offering outdoor theatre productions

12. Action Plan:

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

Tuesday 13th December 2022 at 7:00pm