

**MEMBERS OF THE COMMUNICATION, EVENTS AND PARTNERSHIPS COMMITTEE:**

**Cllr M Benbow, Cllr P Dean, Cllr C Rowell, Cllr S Garrett and Cllr M Hine**

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

To be held on: **Tuesday 16<sup>th</sup> May 2023 at 7.00pm** in the Town Council Office 10c Church Street.

**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 7 of the Agenda.

Join Zoom Meeting

<https://us06web.zoom.us/j/84297527920?pwd=dIQ5d1B3WGZPQ2dVY3ZITDFpaEVNUT09>

Meeting ID: 842 9752 7920

Passcode: 973351

**Please note this meeting may be recorded**

Yours Faithfully,

J Overbury  
Town Clerk

# **AGENDA**

## **Framlingham Town Council**

### **Communications, Events and Partnerships Committee**

**Tuesday 16<sup>th</sup> May 2023 at 7.00pm**

**Election of Chair of Committee:** The retiring Chair will call for nominations for Chair of the CEP committee

**1. APOLOGIES:**

**2. PRESENT:**

**3. IN ATTENDANCE:**

**4. DECLARATIONS OF INTEREST:**

**5. MINUTES OF THE PREVIOUS MEETING:**

**6. ACTION PLAN:**

Revised Action plan attached – new format to be proposed at next meeting

**7. PUBLIC COMMENT:**

**8. EVENTS:**

**8.1 Coronation of King Charles III**

Debrief and analysis

**8.2 Christmas 2023**

Update on plans for 8th December and agree outline proposal for overall budget and quotations

Agree Working Group meeting date

- Electric Socket on the Market Hill
- Christmas Tree

**8.3 Annual Parish Meeting**

Update on event plans for Wednesday 31st May

**9. COMMUNICATION**

**9.1 Website, News & Social Media**

9.1.1 Matters arising - report on work by Neil & Lydia ref Facebook & Instagram

9.1.2 Consider new posters advertising news & TC meetings

9.1.3 Consider a new message for the FTC Facebook home page, and revising our agreed policy on monitoring and making responses to the Framlingham Community Page.

## **9.2 FTC Annual Newsletter**

Update & Post Office delivery

## **9.3 Communication & Media Policies – Revisions**

Agree schedule for two Cllrs to deliver first draft

## **9.4 Improving Communication - Internal / External**

Agree proposal for publishing monthly Meeting Notes for consideration by full Council

## **10. PROJECTS & PARTNERSHIPS:**

### **10.2 ESTI Project**

Update on Retail & Business Event Co-ordinator - advertising for applicants

### **10.2 Online Town Trail / Town Signs**

Progress on consultation with DRAB and funding application

### **10.3 Calendar 2024**

Update on new 2024 calendar design  
To consider writing off remaining 2023 calendars and what to do with them

## **11. CORRESPONDENCE:**

## **12. MATTERS OF REPORT:**

## **13. ITEMS FOR THE NEXT AGENDA:**

**NEXT MEETING:** 20<sup>th</sup> June 2023