

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

26th October 2022

MEMBERS OF THE TOWN COUNCIL:

**Cllr C Eastwood – Chair, Cllr S Garrett – Vice Chair,
Cllr M Benbow, Cllr J Culemann, , Cllr P Dean, Cllr T Higham, Cllr M Hine,
Cllr C Ramsey-Bennett, Cllr A Seinet and Cllr N Williamson**

You are hereby summoned to attend a meeting of the **Town Council**
to be held on

Wednesday 2nd November 2022 at 7.00pm in The United Free Church Hall, Riverside, Framlingham
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 zoom and will be invited to speak under item **5.8** of the Agenda.

Join Zoom Meeting:

<https://us06web.zoom.us/j/85251030696?pwd=T1l3a3lpbFI3bTdGR0EzNmmta2owUT09>

Meeting ID: 852 5103 0696

Passcode: 892400

Please note this meeting may be recorded

Yours Faithfully,

Eileen A Coe (Town Clerk/Responsible Financial Officer)

**Framlingham Town Council Meeting – Wednesday 2nd November at 7.00pm
Agenda**

- 1. Apologies** – to receive and accept apologies for absence
- 2. To receive declarations of interest** (please note declarations must be made verbally at the appropriate time and will be entered in the Interest Book.)
- 3. Dispensations:**
 - 3.1 To note current Dispensations (valid until next Election in May 2023)**
Cllr Hine – Castle Community Rooms - Full
 - 3.2 To consider any new Dispensation requests (Please note: requests must be sent to the Town Clerk in writing prior to the meeting)**
- 4. Minutes of Previous meeting** – to be confirmed and signed as an accurate record
- 5. To note the resignation of Cllr John Jones**
- 6. To appoint a Framlingham Business Association Representative**
- 7. Adjournment** – the Chairman will adjourn the meeting for the following:
 - 7.1 Police Matters**
 - 7.1.1 Report on attendance at recent Police Meetings – Town Clerk**
 - 7.2 Report by County Councillor**
 - 7.3 Report by District Councillors**
 - 7.4 Report from PCC on the St Michael’s Rooms (Castle Community Rooms) project**
 - 7.5 Report from Castle Community Rooms Fundraising Committee representative – Cllr M Hine**
 - 7.6 Report by Fairtrade Representative – Cllr M Hine**
 - 7.7 Report by Framlingham Business Association representative**
 - 7.8 Public Comment** – to receive and note comments from members of the public present, through the Chair only
- 8. Reconvene** – the Chairman will reconvene the meeting:
- 9. Correspondence** – to consider any correspondence received for this meeting as detailed below
- 10. Attendance at events, conferences and training:**
- 11. Covid Response Team:**
- 12. Planning and Environment Committee:**
 - 12.1** To note any planning decisions received prior to the meeting:
 - 12.2** To consider any Planning Applications received prior to the meeting:

12.3 Matters of report and items of information only.

13. Communication, Events and Partnerships Committee:

13.1 To approve the following proposal: Framlingham Town Council aims to be recognised as a Council that actively supports and promotes the concept of Fairtrade. Therefore on 2nd November 2022 the Town Council resolved to promote awareness of Fairtrade issues and use Fairtrade products when practicable.

13.2 To approve the committee's recommendation to arrange quarterly drop in events to be held in Castle Community Rooms with refreshments, with the aim of each Town Council committee members undertaking a session at least twice a year. Police, Highways District and County Councillors and representatives from other organisations would also be invited to attend.

13.3 Matters of report and items of information only

14. Highways, Rights of Way and Parking Committee:

14.1 To approve the committee's recommendation to pay Like Electrical the sum of £9,000 as a stage payment for the additional lighting on Pig's meadow. Job to be completed during November and then Fens light would be installed. (Further invoices to come)

14.2 To approve the committee's recommendation that the street lighting maintenance contract with SCC be terminated (with effect from 1 April 2023), and that alternatives be considered and agreed upon

14.3 Matters of report and items of information only:

15. Strategy and Development Committee:

15.1 To approve the committee's recommendation that the sum of £1,000 from the sums reserved for the annual small grant fund, be used to support 'Framlingham Warm Welcome'

15.2 To discuss the possible temporary merging of the FHR and SAD Committees

15.3 Matters of report and items of information only:

16. Lands and Markets Committee:

16.1 Matters of report and items of information only:

17. Finance and HR Committee:

17.1 To confirm BACS payments approved at the September meeting have been paid as agreed and the bank print out verified and signed by two Councillors.

17.2 To note the details of all Bank Accounts

17.3 To approve the committee's recommendation to award a grant (Budget 1201) to Framlingham Community Garden of £130.00 – to purchase 2 new fruit trees (one pear and one greengage) plus 5 gooseberry bushes.

17.4 To approve the committee's recommendation to award a grant (Budget 1201) to Framlingham & District Royal British Legion of £500 – towards refreshments for Remembrance and AGM also towards new Laptop and Printer.

17.5 To approve the committee's recommendation to award a grant (Budget 1201) to Castle Brooks Residents Support Group of £200 - towards a community information board for Castle Brook's residents

17.6 To approve the committee's recommendation to award a grant (Budget 1201) to Framlingham Friends (Social Group Singing and Musicians) -£250 – towards hire of premises for meetings

17.7 To approve the payment of current invoices

17.8 To approve the committee's recommendation to proceed with a five year lease for a new UTAX photocopier, provided by the current supplier Mayday, at a cost of £231 per quarter

17.9 To approve that the Deputy Town Clerk (James Overbury) undertakes Personal Licence Training for Alcohol authorisation in relation to the markets at a cost of £165 + vat and mileage

17.10 To agree to approve that delegated powers be given to the HR Sub-Committee to appoint an RFO with interviews starting the week beginning 7th November for both RFO and DTC roles. The DTC appointment would be agreed by Full Council on 7th December.

18. Matters of Report or Items for the next Agenda only:

19. Date and time of the next Full Council Meeting:

Wednesday 7th December 2022 at 7.00pm – United Free Church, Riverside, Framlingham