

**DRAFT Minutes of the
COMMUNICATION EVENTS & PARTNERSHIPS COMMITTEE
held at 7:00pm on Tuesday 18th May in the meeting room at Framlingham Town Council
Office 10c Church Street.**

1. ELECTION OF CHAIR

Cllr Garrett proposed that Cllr Hine be the Chair for the Committee which was seconded by Cllr Jones with all in favour. Cllr Hine then took the Chair of the meeting.

2 APOLOGIES

None.

3. Present:

Cllrs Hine (Chair), Garrett and Jones.

4. In Attendance:

Mrs E A Coe (Town Clerk RFO)
James Overbury (Deputy Town Clerk)
And two members of the public (Via Zoom)

5. DECLARATIONS OF INTEREST

None

6. MINUTES OF PREVIOUS MEETING

Cllr Hine proposed that the minutes of the previous meeting be accepted as a true record, which was seconded by Cllr Garrett, and with one abstention due to absence all were in favour.

The Chair proposed to adjourn the meeting for public comment which was agreed.

7. PUBLIC COMMENT

One member of the public asked what the Town Council was proposing to do to help businesses emerge from the Covid-19 crisis. Cllr Hine reported that the Town Council had made an application to the Welcome Back Fund and if successful would be able to purchase signage, extra portable toilets, and possibly picnic tables. It is also discussing with the Framlingham Business Association how it could help.

The person then asked if there were any new initiatives to improve Communication with the community. Cllr Hine replied by reporting that the Town Council is working towards a number of aspects of communication, including social media and a new website.

A person suggested that there were a number of groups beginning to restart activities in the town such as Cubs and Brownies and perhaps they should be given the opportunity to publicise these on the website. Cllr Hine thanked the person for the suggestion. The person then also remarked that they felt that under the Transparency Code for local councils that the information and documents on the Councillors Private Page be made available to the public. Cllr Hine thanked them for this observation and would look into the requirements.

There being no further questions or comments the Chair reconvened the meeting.

8. CORRESPONDENCE

8.1 Email from resident re unauthorised Disabled parking – request for signage

It was agreed that the DTC respond to the person and to ask Norse to reinforce their enforcement of traffic regulations – especially for those infringements on disabled parking bays. The email would also be considered by the Rights of Way, Highways and Parking committee.

8.2 NALC Star Councilor Award

It was proposed that ex Cllr Kitching be nominated as a star Councillor. Cllr Hine agreed to propose to the Chair of the Town Council if this could be agreed by email due to the short notice of the deadline for nominations.

9. YEAR PLAN

9.1 Review of revised Action Plan - agree content and priorities for the year

A number of changes were made and actions given a priority rating. It was agreed to set up an 'Events Sub Committee' of the CEP Committee. The Town Clerk advised that two Councillors would be required for a Sub-Committee.

10 COMMUNICATION

10.1 Police Matters

The efforts to inform and engage the public in the town to report crimes and anti-social behaviour were noted. It was hoped to learn from the Police what their view was of these actions. It was agreed to include a link to the crime statistics on the relevant page on the Town Council Website. It was also agreed that the Full Council meeting appoint a new Councillor to be the Town Council's representative along with the Town Clerk at the Police Liaison meetings following Cllr Wraight's resignation.

10.2 News

Cllr Hine shared her first designs for the Election publicity. Suggestions were made to improve and adapt them for wider volunteering opportunities which Cllr Hine noted.

10.3 News - Printed Newsletter in Framfare

Cllr Hine proposed to purchase 2 pages of editorial per issue of Framfare at cost of £60.00 per page, for 4 issues, from budget EMR 334 Total amount £480.00, which was seconded by Cllr Garrett and all were in favour.

10.4 Current Website - Ongoing Management & Updates

The revised text for the description of the Committees was discussed and it was agreed Cllr Hine would circulate to all Chairs a suggested form of words for them to adapt to each Committee.

10.5 Communication Plan / Admin

Cllr Hine shared the revised file naming protocol which was agreed and would be circulated to all Councillors and Staff.

10.6 Calendar 2023

The 2022 Calendar proof was noted.

It was agreed to write to the Historical Society for permission to use a selection of photographs (to be decided in due course) for the 2023 Calendar on the theme of 'Then and Now'. Members of the public would be asked to submit modern day photographic versions with a very loose brief allowing for flexible and creative interpretation.

10.7 Instagram and social media update

The Town Clerk reported that the volunteer working on the Instagram publications was very active and currently highlighting a different business each week.

11. PROJECTS

11.1 CCTV - update on progress

The DTC reported that a meeting had been held with the preferred supplier and a map of the permissions required was being created. There are likely to be a number of different permissions required including listed building consent.

11.2 New Website

It was agreed that Cllr Garrett arrange a further meeting with 2 Commune to clarify a number of matters. It was felt that Staff should be involved with this meeting. It was also agreed that due to the time scale that an EGM of the CEP Committee be held to determine the preferred bidder, in order that a recommendation can be made to Full Council.

11.3 WIFI in Town Centre

Cllr Hine reported on the recent meeting with the FBA and communication with ESC. The FBA have made efforts to improve their understanding of the marketing possibilities of the WIFI and the Town Council have offered its support with these efforts. It was noted that ESC have indicated that they may take on the contract in the future.

12. COMMUNITY & PARTNERSHIPS

12.1 Covid 19 Recommendations - Lessons Learned

The report on the 'lessons learned' was noted and commended.

Cllr Hine proposed to recommend to Full Council that the document be adopted, which was seconded by Cllr Garrett with all in favour.

It was agreed to share the document with the Chair of Finance and RFO before the Full Council meeting.

13. EVENTS

13.1 Events Management

Cllr Hine reported on the meeting with the Manager of the Castle. The events that they were planning were noted and it was agreed to help publicise these. It was noted that there was to be no fun fair this year. The Castle have plans to use the Castle Meadow for parking on 28 days this year. The Castle plans for a Farmers market were noted and further discussions would be held and the parking implications considered. The Castle indicated that the placing of Picnic Tables on a temporary basis on the Castle Meadow would be acceptable and further talks would be held once the outcome from the Welcome Back fund application was known.

13.2 Events – Planning

It was noted that the Pageant Field Pavilion Opening Event being planned by the Lands Committee would require PR help from this committee.

13.3 FBA feedback on meeting.

The DTC reported on the previous meeting with the FBA and reported that he would be attending the next one the following day. The Full Council would be asked to appoint a Councillor representative along with the DTC following Cllr Wraight's resignation.

13.3 Fireworks Spectacular

The options open to the Town Council were considered at length. It was agreed that Cllr Hine would amalgamate these into a short report for the Full Council.

Cllr Hine proposed to recommend to Full Council that the Fireworks Spectacular should not be held this year, which was seconded by Cllr Garrett with all in favour.

It was agreed to conduct a public survey in the town to determine the appetite to hold a Firework spectacular in 2022. It was suggested this happen early in the New Year.

13.4 Xmas 2021

Cllr Hine reported that at the meeting with the Castle Manager the idea of combining a 'free access to the castle for residents' event with a Christmas celebration in the town was considered. This would be explored further with local groups and businesses in the town and the FBA.

Matters of Report and items for next agenda only

For Next Agenda:

- Volunteer to paint Notice Board
- TOR of Committee
- New Framlingham Crest Flag
- Resident's Welcome Pack
- 2022 Queen's Jubilee.

Cllr Hine reported on the designs for the publicity to attract volunteers to help the Town Council.

Next Meeting

Tuesday 8th June 2021 7:00pm Town Council Office

The meeting concluded at 9:03pm