

**Minutes for the  
COMMUNICATION EVENTS & PARTNERSHIP COMMITTEE held at 7:00pm on the 8<sup>th</sup> JUNE  
2021 in the Town Council Meeting Room**

**1. APOLOGIES**

None

**2. Present:**

Cllrs S Garrett, M Hine (Chair) and J Jones

**3. In Attendance:**

James Overbury (Deputy Town Clerk) and 1 member of the public via Zoom.

**4. DECLARATIONS OF INTEREST**

None.

**5. MINUTES OF PREVIOUS MEETING HELD ON 18<sup>TH</sup> MAY**

**CEP 21-06-08 1 Cllr Hine proposed** that the minutes of the previous meeting held on 8<sup>th</sup> May be passed a true and accurate record which was seconded by Cllr Garrett with all in favour.

**5.1 MINUTES OF THE EXTRAORDINARY MEETING HELD ON 1<sup>ST</sup> JUNE.**

**CEP 21-06-08 2 Cllr Hine proposed** that the minutes of the extra ordinary meeting held on 1<sup>st</sup> June be passed as a true and accurate record which was seconded by Cllr Garrett with all in favour.

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

**6. PUBLIC COMMENT**

A member of the public expressed surprise that the minutes of the previous meeting had been passed as an accurate record, the external communications strategy was not being applied and that no Councillor had volunteered to accompany the Town Clerk at Police Liaison meetings. The person then asked if a tourist information service could be set up in the Town Council Office, staffed by volunteers for the benefit of visitors.

The Chair thanked the person for their comments and assured them that the Committee was listening to them and would take them into account.

The Chair then reconvened the meeting.

## 7. CORRESPONDENCE

### 7.1 Email from East Suffolk District Council containing the 'Enabling Communities Strategy'.

**This was discussed** and it was agreed to study it and write a precis of the parts relevant to the Town Council

### 7.2 Email from resident regarding CEP minutes

**This was discussed** and it was agreed that the minutes referred to were an accurate record. Cllr Hine had prepared a reply to points raised in several emails which would be circulated to Committee members for comment before the DTC would send it as a reply to the person.

## 8 COMMUNICATION

### 8.1 Police Matters

**Cllr Hine reported** that she had nothing further to add to her report at the Full Council meeting last week.

**Cllr Jones noted** that it was disappointing that no Councillor had stood forward to attend the Police meetings and felt it was imperative that a Councillor attended these meetings.

**It was agreed** to recirculate to Councillors the date of the next meeting and to urge someone to step forward.

### 8.2 Current Website - Ongoing Management & Updates

**Cllr Hine reported** that the revised website description of the new Committees was in hand. She had also discussed the Calendar of Events with the Website contractor and learnt that there was a Calendar page in existence but it had not been used during the Covid Pandemic. The Website manager advised that only he could make changes or additions to the Calendar but expected this to be achieved within his contracted hours.

**It was agreed** to publicise this service to local groups and to email ones known to the Town Council to outline how they could utilise the service.

### 8.3 Communication Plan / Admin

#### 8.3.1 Welcome Pack Folder

**CEP 21-06-8 3 Cllr Hine proposed** to purchase a printed folder for the welcome packs spending up to £250.00 from EMR 334, which was seconded by Cllr Garrett with all in favour.

**It was agreed** to investigate and work towards an electronic version of the welcome pack for new residents. Cllr Hine would add this to the action plan.

#### 8.3.2 Review of Terms of Reference

Amendments were suggested and approved to the document which Cllr Hine would incorporate and circulate to Committee members for final proof reading.

**CEP 21-06-08 4 Cllr Hine proposed** to recommend to Full Council to adopt the terms of reference which was seconded by Cllr Garrett with a vote in favour.

#### **8.4 Calendar 2023**

**Cllr Hine began** by reporting that the 2022 Calendar had been printed and showed a copy to the meeting. It was noted that a poster was being created and the sale of the Calendars advertised in various locations. It was agreed that along with the people who provided the photographs that the sponsors would also receive a free copy.

#### **Update on “Then and Now” theme**

**Cllr Garrett reported** that he was happy for people to use photographs on his ‘Then and Now’ website could be used and also those held by the History Society in the Lanman Museum archive.

A link to both sites would be included in the publicity being generated to encourage members of the public to take part by taking and submitting ‘then and now’ photographs of Framlingham. It was agreed to call the project ‘Framlingham Then & Now’ to limit the geography of the photographs to the town.

#### **8.5 Social media - Instagram / Facebook / Next-door**

**Cllr Hine reported** that there had been responses from the social media posts calling for volunteers and for new Councillors.

#### **8.6 Social Media Policy and strategy – discussion.**

**It was agreed** to make a clear separation between the policy and the strategy, and to prioritise developing a Media Communications strategy. It was acknowledged that there was a high level of skill and time required by anyone taking on the role of posting items from the Town Council on social media. With these observations in mind Cllr Hine reported that she would continue to work on drafting a document for consideration.

The issue of dedicated emails for Councillors was discussed. It was noted that there was not enough in the budget to purchase email accounts for all six Councillor Chairs from the current website provider but this function should be explored with the new website contractor. It was agreed to investigate if there was an existing slot for a dedicated email for Cllr Hine in the existing platform that this be considered at the next meeting. This would formalise any uploading of social media posts from Councillor Hine and clearly indicate that any responses were from the Town Council.

#### **8.7 News Items - to be considered for next month**

**Cllr Hine reported** that the following news items would be drafted for the July issue of the newsletter:

- The New Website
- Two new Councillors
- Formation of the Events Sub Committee and the Environment Advisory Group
- The revision of the Neighbourhood Plan
- The response to the planning application by LeaperLand

## 9. PROJECTS

### 9.1 CCTV

**The DTC reported** that work was in progress but was slow and complicated. Various permissions had to be sought from the County Council and an application for listed building consent was required. These permissions attracted fees which would need to be agreed.

### 9.2 New Website

**It was agreed** to set a date for the next website working group within the next two weeks, and for Cllr Hine and the DTC to create a revised project plan and schedule.

It was agreed to meet with 2Commune and to seek contract terms for more than one year.

### 9.3 WIFI in Town Centre

**No more progress had** been made but it was noted that a meeting was scheduled for 6<sup>th</sup> July with the District Council and the FBA to discuss the free WIFI and the People and Places programme.

### 9.4 New Framlingham Crest Flag

**CEP 21-06-08 5 Cllr Hine proposed** to purchase from 'Bannerbuzz' four new Framlingham Crest flags at a cost of £88.48 from budget 2107 which was seconded by Cllr Garrett with all in favour.

### 9.5 New Noticeboard

**The DTC reported** that the listed building consent required would be included in the LBC application made for the CCTV to save costs.

Cllr Jones volunteered to paint the notice board when it had been made.

## 10. COMMUNITY & PARTNERSHIPS

### 10.1 FBA

**The DTC fed back** on the most recent meeting. An offer of support and help was made by the Town Council to the FBA for any events happening at Christmas, and the FBA would be discussing this offer at their next management team meeting. It was agreed to inform the FBA that Cllr Jones would be the new Town Council representative and for the DTC to supply Cllr Jones with the most recent minutes of the meetings.

## 10.2 Report on the CPA small grants meeting

**Cllr Hine reported** that two grants were being considered – a set of Goal posts for Wickham Market and financial support to Hour Community to convert the telephone box on Market Hill.

**It was noted** that the CPA meetings clashed with the Full Council meetings and representations would be made to the CPA to change the frequency and date of their meetings.

## 11. EVENTS

### 11.1 Events Sub Committee

**The Sub Committee terms** of reference and scope was deferred as it was still being drafted, but would form an agenda item at the next meeting.

### 11.2 Xmas 2021

**It was agreed** that the Events Sub Committee would lead on plans for Christmas. It was agreed the DTC ask Cllr Burroughes if he would be able to support the funding of a Christmas tree for the town. It was suggested that in the absence of any existing plans that celebrations would centre around the tree and any event happening at the Castle for local residents.

### 11.3 Queen's Platinum Jubilee 2-5 June 2022

**It was agreed** to bid for funds from the Town Council in the budget setting exercise in October to fund activities to celebrate the Queen's Diamond Jubilee.

It was also agreed to canvas opinion from residents to establish what they felt would be welcome events during the celebrations.

The NHS Workers Celebration Day on 5th July was noted, and it was agreed to fly the NHS flag and print out the official rainbow artwork for shops to display in their windows

## 12. Action Plan

**Cllr Hine would update** and circulate the Action Plan. It was agreed that a copy of the Communication Committee's section of the Action Plan should be attached to all future agendas for updating by the whole committee.

### Matters of Report and items for next agenda only

**Cllr Hine reported** that she had created a revised 'crib sheet' for the new Committee names and this had been circulated.

#### For the next Agenda:

- Bus stop Notice Board nearing end of life

- Whole town distribution of printed matter
- Precis of ESC 'Enabling Communities Strategy'
- Dedicated Framlingham.com email for Cllr Hine
- Production of a town Christmas card.

### **Next Meeting 13<sup>th</sup> July 2021**

The meeting concluded at 9:07pm