

**Minutes of
COMMUNICATION EVENTS & PARTNERSHIP COMMITTEE
Held at 7:00pm on Tuesday 8th February 2022 in the Town Council meeting
room.**

1. APOLOGIES

None.

2. PRESENT:

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

3. IN ATTENDANCE:

James Overbury (Deputy Town Clerk), Mrs E Coe (Town Clerk RFO) and two members of the public.

4. DECLARATIONS OF INTEREST

None.

5. MINUTES OF PREVIOUS MEETING

CEP-22-02-08 1 Cllr Hine proposed to accept the minutes of the previous meeting as an accurate record, which was seconded by Cllr Jones, and with one abstention due to absence, all were in favour.

6. PUBLIC COMMENT. The Chair suspended the meeting for Public Comment.

A member of the public asked if The Town Council had a plan to improve communication, and called for new and innovative ways with which to engage the public. The Chair replied by stating that the Town Council would consider this and respond in writing. The person raised a number of further points which the Deputy Clerk asked for in writing in order that they could be considered and responded to.

The Chair reconvened the meeting.

7. CORRESPONDENCE

7.1 East Suffolk Economic Growth Plan. Survey from ESC

It was agreed that Cllr Jones would respond on behalf of the Town Council.

8. MEMBERSHIP OF THE CEP COMMITTEE

8.1 Review of Terms of reference for CEP.

A number of revisions were proposed which Cllr Hine would incorporate and include with the next agenda for approval. and adoption.

9. EVENTS

9.1 Xmas 2021/2022 – Feedback

The Questionnaires were agreed and the Deputy Clerk would conduct the research in the Market Hill area with the Business Association and the Retailers Group. The residents online survey would be published on the website and social media and there would be a electronic, on-line printed version available. The Business Association and the Retailers Group would be asked to help reach businesses and retailers in the town. Cllr Hine and the Deputy Clerk would meet the Castle the following week and the Deputy Clerk would ask the schools for advice on improving any event in the future.

It was noted that a more modern PA system had already been requested and Cllr Jones said that this could be considered for CIL funding.

9.2 Queens Platinum Jubilee - Update from Working Group and Budget proposal

The Chair suspended the meeting to allow a volunteer to speak on this agenda item.

The Town Clerk and volunteer outlined the plans and listed the known expenditure for the event. Sponsorship and funding were being sought for all expenses but some of these would require the Town Council to pay for them in advance of funding being found.

The Chair reconvened the meeting.

CEP-22-02-08 2 Cllr Hine proposed to recommend to Full Council to spend up to £1,800 on up front costs for the Queen's Platinum Jubilee Celebrations, a percentage of which were to be repaid through sponsorship, this to come from budget 2110, which was seconded by Cllr Jones with all in favour.

Cllr Hine outlined the options known at present for the purchase and distribution of souvenir mugs to be given to all the Children at Sir Robert Hitcham's. The DTC would ask the school if they wished to hold a competition for pupils to design the mug and to confirm the number required. It was agreed Cllr Hine would investigate further options for souvenir mugs. Consideration would be made at the next meeting on numbers and potential to sell them.

It was agreed to call for retailers to decorate their windows as part of a competition which would be judged by Mark Murphy from Radio Suffolk following the Suffolk Day broadcast (see below 9.4)

9.3-Armed Forces Day - Update on plans and Budget proposal

The Town Clerk outlined the plans for an event on Saturday 25th June.

CEP-22-02-08 3 Cllr Hine proposed to spend £250 from budget 2110 to book a brass band for the Armed Forces Day which was seconded by Cllr Jones with all in favour.

9.4 Suffolk Day 21 June 2022 - Update on plans

Cllr Hine reported on the meeting with Radio Suffolk and the Castle. It was agreed to publicise this event widely and to encourage people to join in and offer the opportunity to be interviewed during the broadcast between 6am and 10am.

The Chair of the Town Council would be asked to read the proclamation. As above, Mark Murphy would judge the windows celebrating the Queens Platinum Jubilee.

9.5 Sound & Light Spectacular on Nov 5th

Cllr Hine reported on the meeting with Ben Osbourne and was awaiting suggestions. It was felt that an event in the Castle would be more achievable than a wider event both inside and on the meadow. Due to the limited resources available and the number of events being planned in the town for 2022 it was felt that unless the whole event could largely be produced and managed by an external agency then the first event of this kind be held in 2023.

10. COMMUNITY & PARTNERSHIPS

10.1 FBA - Feedback from recent meetings

Cllr Jones and the DTC reported on the recent meeting and follow up actions relating to joint projects.

10.2 Police Matters - Monthly report and meetings with Police

It was agreed that as this was now reported to full Council that it be removed from future agendas.

10.3 Other Community Groups - Updates and feedback

Cllr Hine reported on the Castle Community Rooms fundraising group.

The Deputy Clerk reported on the activities of the Friends of the Fens and Cllr Eastwood's attendance at the FAYAP AGM was noted.

11. COMMUNICATION & PR

11.1 Communication Plan / Admin

Review of Policies - Media Strategy (several policies amalgamated)

The was agreed to be deferred until after the new website was in operation.

11.2 Current Website - Matters arising

It was agreed to write formally to the current website contractor to confirm the date and timing of the change to the new provider, and to note the final invoice payment schedule.

11.3 New Website - Working Group

Cllr Hine and Cllr Garrett would liaise with 2Commune over various technical issues during the handover period. The issue of ensuring that staff emails were preserved was seen as a high priority which Cllr Garrett would assist with.

11.3.1 Progress on uploading content and data

Cllr Hine reported on the work achieved so far.

11.3.2 Appointment of extra migration of content assistance

Two data entry companies had quoted for the data entry and it was agreed to commission Adecco to assist with this work.

CEP-22-02-08 4 Cllr Hine proposed to commission Adecco to provide 25 hours data entry at £18.01 per hour (total £450.25 from the Website budget agreed) subject to interviewing suitable candidates, which was seconded by Cllr Garrett with all in favour.

It was agreed that Cllr Hine would contact Adecco and start the process.

11.4 Social Media - Update on Town Council Facebook Page

It was noted that there had been four responses to the call for people to apply for the work to post news items and maintain a Facebook page. It was agreed that Cllr Hine would draft a letter to them on which the candidates would be assessed and then a shortlist for interview would be created.

It was noted that a procedure and protocol would be needed, which Cllr Hine would draft.

11.5 Annual Newsletter

11.5.1 To consider quotations received for printing

Cllr Hine reported that the Annual Newsletter would be printed for free by Leiston Press in return for them selling advertising in it

CEP-22-02-08 5 Cllr Hine proposed to spend up to £350.00 (from budget 2105) for Royal Mail to distribute the Annual Newsletter to all addressed within the IP13 9 area, which was seconded by Cllr Jones with all in favour.

11.5.2 Schedule for image selection & design

It was agreed to move back the deadline for distribution to 30th May. and for Royal Mail to deliver it to every business and resident in the IP13 9 area.

11.6 Calendar 2023 - Update on "Then and Now" theme

Cllr Hine updated the meeting on progress.

11.6.1 To consider quotations received for printing

CEP-22-02-08 6 Cllr Hine proposed to appoint Leiston Press to print the 2023 Calendar on recycled paper, at a cost of £447 which was seconded by Cllr Garrett with all in favour.

11.6.2 Schedule for image selection & design

It was agreed to move the deadline for the calendar to be printed to 1st July.

11.7 TC News in Framfare – Update

Cllr Hine had circulated a draft prior to the meeting which was approved and Cllr Jones would add a paragraph about the Neighbourhood Plan Review.

11.8 News Items - to be considered for next month

A number of news items were agreed.

12. PROJECTS

12.1 CCTV – Update

The Deputy Clerk reported that this was slowly moving forward and had that day responded to requests for more information from both SCC and ESC regarding the installation.

12.2 WiFi in Town Centre

The Town Clerk confirmed that all data protection and contractual issues had been completed and the transfer to ESC was due to take place. It was agreed to remove this item from the agenda.

12.3 People and Places – Update

Cllr Jones reported that the funding bid for £12,200 (with £10,000 available) had been submitted to ESC and the decision was expected at the end of February.

12.3.1 First Light Town Centre project

The masterclass had taken place and Cllrs Hine had been offered and Jones were applying for a one to one follow up session with the trainer.

12.3.2 East Suffolk Towns Initiative - Securing ESTI funding

As above, The funding had been applied for.

12.4 Tourist Information Service

Cllr Jones reported on the work he had completed in an attempt to move this forward. The original plans which relied on the Age Friendly initiative operated by Hour Community were on hold due to resource issues within the Charity. Cllr Jones agreed to speak to the Library manager to see if an alternative solution could be found.

12.5 New Noticeboard – Update

The Deputy Clerk reported that the constructor had contracted Covid-19 and this was causing a delay.

12.6 Bus Stop Noticeboard.

The Deputy Clerk reported that this had been ordered and a note sent to SCC asking how the costs could be recovered from them.

13. ACTION PLAN

This was being revised and would be circulated to members of the CEP Committee with the next meeting's agenda.

14. MATTERS OF REPORT

Cllr Hine reported that the Community Area Partnership were commissioning Town Trail's but we had not applied as ESC were already piloting one for Framlingham.

15. ITEMS FOR NEXT AGENDA

The cost and size of any Town Council pages for FramFare for the next financial year.

The next meeting of the CEP will be at 7:00pm on Tuesday 8th March 2022

The meeting concluded at 9:32pm