

**Minutes of the
Framlingham Town Council
Communications, Events and Partnerships Committee held on
Tuesday 13th December 2022 at 7.00pm**

1. Apologies:

None

2. Present:

Cllrs Benbow, Dean, Garrett Hine (Chair) and Ramsey-Bennett

3. In attendance:

James Overbury Deputy Clerk and one member of the public

4. Declarations of interest:

None.

5. Minutes of the previous meeting:

CEP-2022-12-13 1 Cllr Hine proposed that with one amendment that the minutes of the previous meeting be approved as an accurate record, which was seconded by Cllr Benbow, and with two abstentions due to interest, the motion was carried.

6. Public Comment:

A member of the public asked questions about procedure and the minutes which were clarified by the Chair.

7. EVENTS:

7.1 Framlingham Sound & Light Spectacular

Cllr Hine reported on the results of the survey so far and gave some indicative statistics. It was agreed that the DTC write to all those who had asked for their money back and explain the reasons why no refunds are to be given. It was agreed that for any future events the brief would specify the need for the Town Council to review any performance prior to it being made public.

The results of the survey would be considered at the January meeting and a working group set up to look at an event for 2023.

7.2 Christmas 2022

It was agreed that the event was considered to be a success. The DTC will be writing to all volunteers and those that helped. The Committee will consider all the feedback in preparation for the 2023 event.

7.2.1 Christmas 2023

It was agreed that a working group be set up early next year to plan the 2023 event.

7.3 Coronation of King Charles III

Cllr Hine went through the draft survey. With some amendments it was agreed for this to be publicized and run early in the New Year.

7.4 Artisan Market for 2023 (ESTI Funded)

The DTC had drafted a letter to the local retailers which combined a request for response and feedback from Christmas 2022 and questions about events, including the artisan market in 2023.

7.5 Councillor Drop In Sessions

This was discussed and dates were agreed to be forwarded to Full Council:

The day was agreed to be a Saturday between 11:00 and 13:00 in the TC office meeting room. Tea and cake would be provided.

January 28th

March 4 or 11

June 24

September 9

It was agreed the Full Council would finalise the dates and those who were to attend each meeting.

8. COMMUNICATION & PARTNERSHIPS

8.1 Current Website: Matters arising

Cllr Bennet was considering the Communication Strategy and would report back to the next meeting.

It was agreed that all members of the Committee put their minds to any issues that needed to be resolved. In particular the searching for and location of key documents from searches on the website. This was thought to potentially need attention from the software supplier.

8.2 News & Social Media: Matters arising

It was agreed to defer this to the next meeting

9. PROJECTS:

9.1 CCTV:

The DTC reported that the installation was complete and all that was needed to finish was to agree the required papers for the ICO.

9.1.1 to consider CCTV documentation for GDPR/ICO

The documents were discussed (and had been reviewed by Cllr Benbow) and a minor amendment made to the CCTV policy (28 days retention instead of 7)

CEP-2022-12-13 Cllr Hine proposed to approve the following documents:

- CCTV use Policy
- ICO risk assessment
- ICO Data Protection Impact Assessment

Which was seconded by Cllr Benbow with all in favour.

9.2 ESTI - Online Town Trails

It was agreed to re-circulate that documents for the committee to consider. It was noted that a meeting was to be held with the potential company who was being considered for the work the following week. The results of this meeting would be presented to the next meeting. It was hoped that URLs of previous examples of the company's work be learnt and shared with the committee.

9.3 Calendar 2024:

It was agreed that Cllr Hine approach the Art Society for content for the 2024 Calendar. Thereafter wider publicity and a call for art works would be conducted through the website and social media.

9.4 Plants for Framlingham Road signs

The DTC reported that the resident who he approached was not interested in helping with this project.

It was agreed to remove it from the agenda.

10. Correspondence:

10.1 Letter re Swift Flags.

It was agreed that a 'Swift Flag' would be allowed to fly from the Town's Flagpole after the Coronation.

11. Action Plan:

This was agreed to be deferred until the New Year.

12. Matters of Report:

Cllr Hine would distribute the CPA funding priorities.

13. Items for the next agenda:

Annual Parish Meeting - Date and planning

Fairtrade / Climate Justice - Forum

Communication & Media Policies - Revisions

News & Social Media - Review contract and comms organisation

November 2023 event - Planning (Sound & Light Spectacular?)

Next Meeting: Tuesday 24th January 2023 at 7:00pm

The meeting concluded at 8:48pm