

**Minutes of the
Framlingham Town Council
Communications, Events and Partnerships Committee
Held on Tuesday 11th April 2023 at 7.00pm**

1. Apologies:

None.

2. Present:

Cllrs Hine (Chair), Garrett, Bennett, Benbow, Dean and Rowell

3. In attendance:

J Overbury (Town Clerk), L Kirk (Deputy Clerk) and one member of the public

4. Declarations of interest:

None.

5. Minutes of the previous meeting:

CEP-2023-04-11 Cllr Hine proposed to accept the minutes of the previous meeting as a true record, which was seconded by Cllr Benbow and with one abstention due to absence all were in favour.

6. Action Plan:

Update on CEP action plan

This was noted. Cllr Hine introduced a possible simplification and revision to the format of the action plans. This would be circulated for consideration.

The Chair adjourned the meeting for the following item:

7. Public Comment:

The member of the public asked whether a particular shop had been consulted regarding the ESTI project. Cllr Hine reported that all the project was a joint project with the FBA who had consulted its members. Further consultation would be taking place at the next stage.

The Chair reconvened the meeting.

8. EVENTS:

8.1 Post Event Workshop - Sound & Light Spectacular

Update

There were no updates.

8.2 Christmas 2023

Update on plans for 8th December and agree overall budget and quotations for:

- Electric Socket on the Market Hill
Three quotes were being sought for the external sockets on Market Hill.
- Christmas Tree

The Clerk had contacted alternative suppliers and the outcome was awaited.

- PA system
No business.
- Road Closure
No business
- New lights for the tree
The Clerk was investigating sources and costs. It was agreed that larger, warm white lights worked best. 50m was required.
- New baubles for the tree
The Clerk was investigating costs and would report back.

8.3 Coronation of King Charles III

Update on plans for 6th & 7th May:

- Sound equipment set-up

The Clerk reported that he hoped to test the sound system this week but should it prove unreliable a PA may need to be borrowed or hired. Cllr Hine would ask the Unitarian Meeting House if theirs was available.

Cllr Hine and the Clerk would be testing the Town Council's PA system to see if it was loud enough for the Pageant Field. Hopefully this would result in saving money by avoiding hiring one.

It was agreed to make special arrangements for the seating and emergency evacuation planning for people with reduced mobility for the Church service. The risk assessment (covered later in the meeting) would be amended to reflect this.

It was agreed that whilst the overall budget was fixed the Committee could move the allocated funds within the budget, if savings or extra costs were found.

- More bunting on Pageant Field

This was discussed. The Deputy Clerk would ask Parham PC if theirs could be borrowed and if this was not available then if no PA was needed to be hired, £200.00 could be spent on bunting for the Pageant Field.

- Drinks at Church and on Pageant Field

The Wine Shop had agreed to supply alcohol on a sale or return basis. It was noted Church Volunteers would operate the bar in the Church. It was agreed that no pay bar be offered at the Pageant Field as people were to be asked to bring their own.

The Clerk reported he had asked NORSE for a recycling and general rubbish wheely bin.

- Entertainment and activities

The Scouts and Guides were to have a tent and arrange activities and litter picking. The Cats protection were organising a tom-bola and the Punch and Judy show would be confirmed.

- Council table / activity

The Gazebo would be erected and a table used from the Pavilion. Cllrs would be asked to form a rota for public engagement.

- Other setting up arrangements & volunteer plan

Cllr Hine was finalising the posters and publicity material which would be distributed widely.

- Management Plan & Risk Assessment

The Clerk would ask to see the Church's risk assessment for the showing of the Coronation.

The Risk assessment Cllr Benbow had drafted were discussed and it was agreed to add a risk and mitigating factor fore the evacuation in an emergency for people with restricted mobility.

CEP-2023-04-11 2 Cllr Hine proposed to adopt the risk assessments (with the addition to the church event assessment) which was seconded by Cllr Garrett with all in favour.

The Clerk would ask Hour Community if they had formed any plans yet and whether they could liaise with Mills Meadow would any of their residents require transport to and from any of the two venues and events.

Timings: It was agreed that the screening of the Coronation would run from 10:00am to approximately 14:30

The Picnic on the Pageant would run between 12 and 15:30.

The Clerk would inform the police of both events.

8.5 Councillor Drop In Sessions

Report on past session and update ref 24th June

It was agreed that the production of the notes and action required needed to be done much more quickly. Cllr Hine would refine the notes and publish them.

The next session was planned for 24 June and would be advertised in advance and an A frame used to advertised it on the Hill.

8.6 Annual Parish Meeting

Update on event plans for Wednesday 31st May

Three speakers had been confirmed. Cllr Hine was creating a poster and the event would be publicised widely. Local groups would be contacted and asked if they would like to send in a report.

9. COMMUNICATION

9.1 Website, News & Social Media

Matters arising - meeting notes published on Facebook

No updates.

9.2 Review of Website, News & Social Media

Update

No Update.

9.3 FTC Annual Newsletter

Update & Post Office delivery

The draft had been circulated and the production was on schedule. There were concerns about the Royal Mail distribution and the Printer would be asked to help if necessary.

9.4 Communication & Media Policies - Revisions

Deferred to May

9.5 Improving Communication - Internal / External

Discussion on Action Plan revision ref Strategic Plan, Matters of Report, Meeting Notes

The Action Plan was discussed as was its relationship with the strategic plan. The Clerk outlined the position regarding the Neighbourhood Plan and the Framlingham infrastructure investment plan. (FIIP) As the NP was now quite old, and had not been updated due to the Victoria Mill Road Planning issue, ESC have confirmed that the FIIP would be the document it would look to when considering the release of District or Neighbourhood CIL funds. It was agreed the FIIP needs to be updated and all areas of potential capital expenditure requiring CIL be included in it.

Cllr Garrett reported that when the Office had migrated to Office 365 Cllrs with a 'framlingham.com' email account would need to change their settings to receive emails. The Clerk would contact 2Commune to alert them to the change.

10. PROJECTS & PARTNERSHIPS:

10.2 ESTI Project

Update on Retail & Business Event Co-ordinator

Cllr Benbow agreed to draft the advertisement and the Clerk would seek the cost from the EADT.

10.2 Online Town Trail / Town Signs

Progress on consultation with DRAB and funding application

Cllr Hine reported she had met Drab recently and was awaiting feedback. She reported that some of the town signs were in poor condition and some of the panels may require replacing rather than resurfacing. This could incur further costs. 2Commune had indicated that the cost of the extra website containers would be £1,400.

10.3 Calendar 2024

Consider final artwork submissions, and advertising - date for calendar / exhibition launch

These were considered at length and 15 pieces were chosen for the shortlist with the final selection being determined by Cllr Hine during the design process. Once a draft was produced the artists would be contacted to ask for the originals so that Cllr Garrett could take high resolution photographs of them. All contributors would be contacted and thanked and it was hoped some of these would allow their submissions to be exhibited.

11. Correspondence:

11.1 From the Library.

This was noted as was the shared concern about lack of communication from Suffolk Highways and the local bus companies to all concerned in relation to the recent road works.

11.2 From a resident regarding the Coronation.

This was noted and the Clerk would reply. The Clerk would also look to change the system of people using the website to contact the Town Council as it took this communication too long to be considered due to use of the wrong email address.

12. Matters of Report:

Cllr Bennett asked what the measuring devices at Riverside were for and the Clerk would endeavour to find out.

Cllr Garrett reported that the links on the HRP posting on the website were not working – Cllr Hine agreed to fix them.

It was noted with sadness that only ten people had come forward to be elected and that the Town Council remained three short.

13. Items for the next agenda:

Consideration of publicity to attract and co-opt three new Councillors.

Next Meeting:

16th May 2023

The meeting concluded at 8:38pm.