

Framlingham Town Council
Minutes of the Communication, Events and Partnerships Committee Meeting held in the
Town Council Meeting Room 10c Church Street
on Tuesday 11th October 2022 at 7.00pm

All documents relating to this meeting were made available to Councillors (Cllr) in advance

1. APOLOGIES:

Apologies were received and accepted from Cllr P Dean and Cllr S Garrett

2. Present:

Cllr M Benbow, Cllr J Jones and Cllr M Hine (Chair)

Cllr C Bennett was not present.

3. In attendance:

Mrs E Coe (Town Clerk/RFO) and James Overbury (Deputy Clerk)

4. Declarations of Interest:

None.

5. Minutes of previous meeting:

5113922 Cllr Hine proposed the minutes of the meeting held on 12th July (circulated in draft form prior to the meeting) be approved as an accurate record, which was seconded by Cllr Benbow and with one abstention due to absence all were in favour.

Cllr Hine signed the file copy of the minutes.

6. Public Comment:

None present.

7. EVENTS:

7.1 Framlingham Sound & Light Spectacular – Friday November 4th

7.1.1 Cllr Hine reported on progress to date and noted that the next Working Group meeting would be held on 24th October at 3.00pm.

7.1.2 The Event Management Plan and Risk Assessment were agreed and copies would be filed for reference.

7.2 Christmas 2022 – Friday 2nd December

7.2.1 Cllr Hine reported on progress to date and noted that the next Working Group meeting would be held on 17th October at 2pm.

7.2.2 To approve the Event Management Plan and Risk Assessment – deferred to the next meeting.

7.3 Remembrance and Sunday Parade:

The Town Clerk reported that a meeting had been held with Rev Davey and the Framlingham RBL representatives and arrangements were in place. She would circulate a briefing document in the next week to all Councillors.

7.4 Artisan Market for 2023 (ESTI Funded)

Report on feed-back from FBA, Retailers and other towns – to be pursued
It was suggested that a provisional date for 2023 be considered at the next meeting.

8. COMMUNICATION & PARTNERSHIPS

8.1 Current Website:

Site statistics to be considered at the next meeting.

8.1 News & Social Media:

Cllr Hine noted that information on how to respond to posts was included in the policy for the next item. A FAQ's option would also be considered.

8.2 Communication and Media Policy:

A new policy to incorporate the current Social Media and Press Policies had been circulated and was considered and further revisions would be undertaken.

8.4 Fairtrade status renewal:

Fairtrade Renewal - further info for consideration by full Council and proposal for Fairtrade Climate and Justice issues – Cllr Hine would discuss deadlines with the Fairtrade Group.

8.5 Councillor Drop in Events:

It was agreed to recommend approval to Full Council to arrange quarterly drop in events to be held in Castle Community Rooms with refreshments, with the aim of each Town Council committee members undertaking a session at least twice a year. Police, Highways District and County Councillors and representatives from other organisations would also be invited to attend.

9. PROJECTS:

9.1 CCTV- Town centre :

It was noted that installation had started.

9.2 ESTI - Online Town Trails

To consider responses received for the work to produce Adult and Child online Town Trails, plus QR codes for the six Town Map Boards:

Drab – Quotation received

Today Magazines – declined as too busy

About Media – Declined

Micropress – Reminded

Deferred to the next meeting in order to have comparative quotations to consider.

9.4 Calendar 2023:

On sale in Town Council Office and Bookshop. It was noted that the Library no longer wished to stock them.

9.5 Calendar 2024:

Ideas for the public contribution of images was considered and it was agreed to proceed with an artists' calendar.

It was agreed to discuss this further at the next meeting.

9.6 Jubilee Tea Towels and Mugs:

Items left in stock were noted.

It was agreed to reduce the Tea Towels to £4.00

9.7 Flowering cycles for 2024

To consider refurbishment/Repair/Painting/new baskets/Plants/Licence for attaching to lamp-posts/Budget/Volunteers:

It was agreed not to continue with this initiative due to the cost involved to repair the cycles ongoing maintenance and attachment licences that would be required from SCC, along with the lack of volunteers to plant up and keep them watered and potential vandalism. It was agreed to keep the cycles in the store for a future alternative use.

9.8 Plants for Framlingham road signs

To consider Lavender/Summer bedding/Bulbs/Budget/Volunteers:

The Town Clerk suggested planting spring bulbs and also lavender and geraniums for the summer in front of all the five Framlingham signs into the town. After the initial planting there would be very little maintenance involved and would create a cheerful welcome into the town. She advised that there were funds available in the Floral Fram Budget.

It was agreed for the Town Clerk to obtain a cost for bulbs and SCC licence costs which would be considered further at the next meeting.

10. Correspondence:

James Gorst Architects:

Email requesting CIL funding or other funding for a community notice board to be sited outside the new Castle Community Rooms.

It was agreed for the Town Clerk to respond and provide a copy of the Local CIL application form which could be considered by the SAD Committee in due course.

11. Action Plan:

No updates.

12. Budget 2023-2024

The Town Clerk/RFO had met with all Chairs of Committee's to discuss the budget and had produced a 'wish list' draft budget document which had been circulated to all Councillors

There was some discussion on possible projects and their potential budget requirements and the increases over last year for events and Christmas lighting were noted. Amendments were considered and this matter would be discussed further at the next meeting.

13. Matters of Report and items for the next agenda:

The Town Clerk reported that 2 x 1100ltr Bins were due to be delivered the next day to the Castle car park as agreed funded by the ESC New Burdens Scheme.

Tuesday 8th November 2022 at 7:00pm Meeting closed at 21.22