

**DRAFT Minutes of the
Framlingham Town Council
Communications, Events and Partnerships Committee held on
Tuesday 8th November 2022 at 7.00pm**

1. Apologies:

Apologies were received and accepted from Cllr Garrett and Cllr Dean.

2. Present:

Cllrs Hine (Chair), Benbow and Bennet.

3. In attendance:

J Overbury (Deputy Clerk) and two members of the public.

4. Declarations of interest:

None.

5. Minutes of the previous meeting:

CEP-2022-11-08 1 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. Public Comment:

A member of the public raised some question regarding agenda items and Cllr Hine responded to them. Another member of the public asked, through the Chair questions to the other member of the public who in turn gave a response.

7. Budget:

Budget 2023-2024

CEP-2022-11-08 2 Cllr Hine proposed to accept the budget for the CEP committee, as circulated, which was seconded by Cllr Benbow with all in favour.

8. Events:

8.1 Framlingham Sound & Light Spectacular – Friday November 4th

8.1.1 Debrief

Cllr Hine reported back that Cllrs had held a feedback meeting to consider the emails Town Council had received including the comments raised on

social media. In response to a request by EADT a statement was agreed and sent to the press and for all our news outlets.

The CEP committee was asked to consider:

- A response to those who had complained requesting refunds
- To consider setting up a working group to consider wider feedback from more residents, draft an evaluation report and to look at what could be done next year.

It was agreed that the issue of agreeing any refunds to the complaints was a matter for the whole Council to consider and not a committee. It was agreed to ask for it to be placed on the next Full Council Agenda, or that the Chair could decide how best to handle the decision process if agreement was needed before next Full Council in December.

It was agreed that Cllr Hine would call for people to form a working group to evaluate the event and consider options for next year.

The EADT's recent article including the Council's statement was considered and it was agreed to write a letter to the Editor of the EADT regarding the Town Council's view that it was sensationalist and was driven by social media. It was noted that the person who was featured in the article had not attended the event.

It was agreed that the Town Council should raise the level and profile of its consultation of the public. The issue of a Survey Monkey account would be placed on the CEP agenda and Cllr Hine would draft a short survey for release as soon as possible.

8.2 Christmas 2022 – Friday 2nd December

8.2.1 To report on Working Group meetings

Cllr Hine reported on progress. It was agreed that she and the DTC would respond to those residents who had offered help to the Town Council.

The brochure was being printed and Mills Meadow have responded positively to the offer of the friendship tree.

8.2.2 CEP-2022-11-08 3 Cllr Hine proposed, with agreed amendments, to approve the Event Management Plan and Risk Assessment which was seconded by Cllr Bennett with all in favour.

8.2.3 CEP 2022-11-08 4 Cllr Hine proposed to agree to spend £50.00 on refreshments for Office opening at the event which was seconded by Cllr Benbow with all in favour.

8.2.4 CEP 2022-11-08 5 Cllr Hine proposed to agree the to approve cost of £150 for a sound system (Epic Sound and Light) for the event from EMR 334, which was seconded by Cllr Benbow with all in favour.

8.2.5 CEP 2022-11-08 6 Cllr Hine proposed to agree the cost of £150 for the hire of The Old Theatre and £25 for hire of the Unitarian Meeting House for stalls, which was seconded by Cllr Benbow with all in favour.

8.2.6 To consider compensation for the use of electricity for the Christmas lighting installation to town businesses.

CEP-2022-11-08 7 Cllr Hine proposed to allocate a maximum of £200 to be shared equally among shops who had offered to supply electricity for the Christmas lights, which was seconded by Cllr Benbow with all in favour.

It was agreed to order larger correx poster boards for visibility and not to purchase the plastic fabric banners.

8.3 Artisan Market for 2023 (ESTI Funded)

Report on feed-back from FBA, Retailers and other towns and to consider an event in spring 2023

It was agreed to look at two dates – 26 March and 2nd April. Cllr Hine would draft an outline of the event using the Market Hill and other venues in the town which would be used to as a starting point for the working group.

9. COMMUNICATION & PARTNERSHIPS

9.1 Current Website: Matters arising

Cllr Hine reported on the latest statistics and Cllr Bennett agreed to conduct further analysis with Cllr Garrett. It was agreed that when the RFO was appointed to ask their view on the presentation of the finance information on the website.

9.1 News & Social Media: Matters arising

The meeting acknowledged the recent comments on social media regarding the Sound and Light event.

9.2 Communication and Media Policy:

Cllr Bennett agreed to work on the draft of the “Information Handling Policies” and Cllr Benbow would follow that up. Cllr Hine would continue drafting the outline content for the new Communication Media Policy.

9.4 Fairtrade status renewal:

Fairtrade Renewal - further info for consideration by full Council and proposal for Fairtrade Climate and Justice issues

It was agreed to defer this to January.

9.5 CEP-2022-11-0-8 8 Cllr Hine proposed to agree the cost of £240 for a double page spread in the next two issues of Framfare (Dec and Feb) which was seconded by Cllr Benbow with all in favour.

It was agreed to experiment with the use of QR codes linked to the website in the next edition.

10. PROJECTS:

10.1 CCTV:

The Deputy Clerk reported on progress. It was agreed that he draft three documents essential for its operation to be agreed at the next meeting:

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

10.2 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:

Three companies had been asked to quote for the work but only one had responded. This quote exceeded the budget and it was agreed to discuss the matter both with them and ESC to see if the scope and budget could be adjusted and aligned.

10.3 Calendar 2024:

It was agreed to defer this to the December meeting.

10.4 Plants for Framlingham road signs

It was agreed that the DTC would consult a resident and for this item to be considered at the December agenda.

11. Correspondence:

11.1 Suffolk East Federation of Women's Institutes

It was agreed to offer assistance with their marketing efforts.

11.2 Cambridge Touring Productions

It was agreed that the DTC follow this up and to discuss the use of the Pageant Field or any other space that could be available in the town.

12. Action Plan:

No change it was agreed that the DTC and the Chair work on this when preparing the next agenda.

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

- The Coronation of King Charles 3 would go onto the next agenda following a survey of residents.
- Cllr Hine reported she had communicated the Warm rooms activities in the town.
- The Committee as a whole wished to note and minute their thanks to Cllr Hine for her great efforts on behalf of the town recently.

Next Meeting: Tuesday 13th December 2022 at 7:00pm

The meeting concluded at 8:55pm.