

DRAFT Minutes Framlingham Town Council
Communications, Events and Partnerships Committee
Tuesday 18th July 2023 at 7.00pm

1. Apologies:

Apologies were received and accepted from Cllr Garrett.

2. Present:

Cllrs Hine (Chair), Benbow, Dean and Rowell.

3. In attendance:

J Overbury (Town Clerk), L Kirk (Deputy Clerk)

4. Declarations of interest:

None.

5. Minutes of the previous meeting:

CEP-2020-07-18 1 Cllr Hine proposed that the minutes of the previous meeting be accepted as a true and accurate record. This was seconded by Cllr Dean with all in favour.

6. Action Plan:

Cllr Hine had updated the plan and published it on the website.

7. Public Comment:

None.

8. EVENTS:

8.1 Christmas 2023

8.1.1 Update on plans for 8th December

Cllr Hine went through the update which had been circulated prior to the meeting. She added that she was applying for grants to cover some of the costs & extend community involvement. It was agreed that the publicity for the event should begin.

CEP-2023-07-18 2 Cllr Hine proposed that businesses in the town be approached to see if they would purchase advertising space in the brochure being considered. This was seconded by Cllr Benbow with all in favour.

8.1.2 Next Working Group meeting date

It was agreed the next Christmas working group would be at 15:30 on Wednesday 30th August.

8.1.3 To consider quotations for Christmas tree

CEP-2023-07-18 3 Cllr Hine proposed that £1,250 be spent from budget 2211 on a 25' Christmas tree from IC Rix Ltd. This was seconded by Cllr Rowell with all in favour.

8.1.4 To consider quotations for traffic management

Three quotes had been obtained. The Clerk noted the very high quotation from SCC and it was agreed that he investigate why it was nearly three times the lowest quote.

CEP-2023-07-18 4 Cllr Hine proposed to accept the quotation from HSM traffic management of £905.00 from Budget 2211 for the traffic management at the Christmas event. This was seconded by Cllr Benbow with all in favour.

8.2 Councillor Drop In Sessions - next event date

Cllr Hine reported that she had revised the poster. It was agreed that the next event would be on Saturday 16th September 10-12.

8.3 Remembrance 2023

8.3.1 To confirm date and events

The Clerk informed the meeting that there would be the usual attendance at the War memorial at 11am on Saturday 11th November. He added that he had begun making the arrangements for the Remembrance parade and service on Sunday 12th November.

8.3.2 To consider traffic management expenses

CEP-2023-07-18 5 Cllr Hine proposed to spend up to £600 be spent from Community Events budget 2205 on traffic management for the Remembrance parade. This was seconded by Cllr Benbow with all in favour.

8.3.3 To confirm expenditure on Woodbridge excelsior band

The Clerk informed the meeting that this was expected to be in the region of £100 (using budget 1136) and that the band had been booked. Expenditure would be confirmed at the next meeting.

9. COMMUNICATION

9.1 Website, News & Social Media

9.1.1 Social Media update

Cllr Hine reported that she was working on copy for the 10th August deadline for FramFare.

It was reaffirmed that the WhatsApp group be maintained in the case of publicity (social media and website) being required at short notice.

It was agreed that the Deputy Clerk and Office assistant to remove Cllr Hine as an administrator for the Facebook page.

9.1.2 Website revisions

The new web containers would be agreed with Cllr Garrett and Office assistant and Cllr Hine would action them over the next month.

9.2 Communication & Media Policies - Revisions

Cllr Benbow agreed to look at the work done so far and return it with proposals to Cllr Hine.

10. PROJECTS & PARTNERSHIPS

10.1 ESTI Project - Update on Retail & Business Event Co-Ordinator - considering applicants

It was agreed that Cllr Hine collate the considerations and compile a shortlist for interview, and that the interviews be held between 14.00 and 17.00pm on Thursday 27th July. The panel was agreed to be: Cllrs Hine, Benbow and Dean with the Clerk in attendance to meet and greet. It was agreed that Zoom interviews would be accepted. Cllr Benbow would draft interview questions with Cllr Hine.

10.2 Online Town Trail / Town Signs - Project management plan

Cllr Hine reported that the project was live with an agreed £15,000 budget. The next meeting with Drab would be at 6pm on Thursday 6th August and would include consideration on how to manage the public consultation, publicity and communications. The RFO would be asked to advise on how to arrange and monitor stage payments to the designers. Cllr Dean offered to review any legal elements of these. Cllr Hine reported that she would be uploading the trail content onto the website to save costs.

10.3 Calendar 2024 - Update on new 2024 calendar design

The Clerk reported that most of the original artwork had been received but that some artists were proving difficult to contact. It was agreed to allow one more week for them to respond and if no response was received then alternative images would be considered. The Clerk would ask Paper house Properties how much the small exhibition room would cost for a potential exhibition.

10.4 Books of walks around town - Consider new publication online, and print options

This was deferred.

10.5 Welcome Pack - Update on pack

The Deputy Clerk reported on the progress. There was some difficulty in printing some of the content and Cllr Hine agreed to bring her laptop into the office to see if these could be overcome. It was agreed to create a publicity leaflet about the packs and for these to be distributed to estate agents and other outlets in the town.

11. Correspondence:

From ESC - Bike tour of Britain

The email from ESC was considered offering a cycle town trail package. It was agreed that the Deputy Clerk investigate the display bicycles and see how these could be used in the town for publicity for the event. She would also talk to retailers about taking part in the activities suggested by ESC to mark the event.

12. News items for CEP Meeting Notes:

Cllr Hine would draft a report on the following items:

- The Tour of Britain Bike race and the ESC initiative
- News about progress on the town trail and new town maps
- Plans for Christmas
- News about the Welcome pack

13. Matters of Report:

Cllr Hine reported on her attendance at the Fairtrade AGM who would be holding 30yr celebrations next year, and the theme of "Local & Fair" for promotion next year. It was agreed to refer the matter to the SAD committee ref the new Environment working group.

Cllr Hine reported on the Heritage open days and hoped something could be arranged and planned for 2024.

14. Items for the next agenda:

No additional items

Next Meeting: 19th September at 7pm

The meeting concluded at 8:50pm