

Framlingham Town Council
Minutes of the Communication, Events and Partnerships Committee Meeting held in the
Town Council Meeting Room 10c Church Street
on Tuesday 12th July 2022 at 7.00pm

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

1. APOLOGIES:

None, all present.

2. Present:

Cllr M Benbow, Cllr C Bennett, Cllr P Dean, Cllr S Garrett, Cllr M Hine (Chair) and Cllr J Jones

3. In attendance:

Mrs E Coe (Town Clerk/RFO)

4. Declarations of Interest:

None.

5. Minutes of previous meeting:

5112722 Cllr Hine proposed the minutes of the meeting held on 14th June (circulated in draft form prior to the meeting) be approved as an accurate record, which was seconded by Cllr Benbow and with two abstentions 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 Suffolk Day – Tuesday 21st June

Cllr Hine noted that she had thanked everyone who had taken part at the last Full Council meeting.

7.2 Armed Forces Day – Saturday 25th June

It was noted that despite the cancellation of the band due to covid reasons the event was very well attended.

7.3 Eastern Angles Outdoor Theatre - Streets Alive Saturday 16th July

It was noted that posters advertising the event had been erected.

7.4 Framlingham Sound & Light Spectacular – Friday November 4th

Cllr Hine reported on the Working Group Meetings held on 27th June and 11th July and noted that arrangements for the event were ongoing. Grant applications would be submitted as soon as possible. The next meeting would be held on Tuesday 26th July at 10am.

7114722 Cllr Hine proposed to approve the cost of £220 for first aid cover from Suffolk Medical Services, from Budget 2201, which was seconded by Cllr Jones with all in favour.

7.5 Christmas on the Hill 2022 – Friday 2nd December

Cllr Hine reported on the working Group Meeting held on 27th June and noted that arrangements for the event were ongoing.

The Town Clerk reported that she had arranged meetings with electrical contractors in order to obtain quotations for the professional installation of town and tree lights.

A charitable organisation to benefit from any profit from Christmas on the Hill event was considered.

It was noted that Phab inspires and supports disabled and non-disabled children, young people and adults to make more of life together - breaking down community barriers, reducing social isolation, and creating opportunities for all involved to enjoy the same activities and challenges side by side.

7214722 Cllr Hine proposed that any profit from the Christmas event would be given to Phab which was seconded by Cllr Bennett with all in favour.

Cllr Hine agreed to let the Group know.

The date of the next Working Group meeting would be confirmed and circulated by the Town Clerk.

7.8 Artisan Market for 2023 (ESTI Funded)

Report on feed-back from FBA and Retailers

Cllr Jones reported that he had been unable to attend the last meeting but Cllr Hine and the Town Clerk would be attending the next meeting on 13th July.

The challenge of organising an Artisan Market on a Sunday and gaining the support of English Heritage and the town's retailers to open on the day in order to benefit from the event, which was the purpose of the ESTI grant was discussed.

It was suggested that email addresses for the all business in the town including FBA members needed to be sought in order to be able to communicate effectively.

It was agreed for Cllr Hine to notify the FBA of this intention at the next meeting and to draft a letter to be delivered to all retailers/businesses in the town centre.

It was agreed for the Town Clerk to contact Woodbridge and Saxmundham for their feedback on Sunday trading.

8. COMMUNICATION & PARTNERSHIPS

8.1 News, Social Media & Website:

Cllr Hine reported on the social media statistics to date, which had been circulated.

Cllr Garrett reported that Information had been circulated to all Councillors on the renewal of framlingham.com email addresses, and noted the advice that Councillors should have separate email addresses for Town Council business but this did not necessarily have to be a @framlingham.com one just a separate one from a personal one.

8.2 Communication and Media Policy:

To consider producing a new policy to incorporate the current Social Media and Press Policies – update from Cllr Jones and Cllr Benbow – deferred to the next meeting

8.3 Calendar 2023:

Cllr Hine reported that the final edits had been completed and delivery was expected soon.

8.4 Fairtrade status renewal:

Cllr Hine reported that a very positive meeting had been held with the town's Fairtrade representative and the five Fairtrade goals were noted:

1. Support of Town Council
2. Availability of Fairtrade products
3. Schools, Churches, Community organisations, workplaces which used FT goods
4. Media Presence
5. Steering Group

Cllr Hine reported that she had attended the annual Fairtrade Conference via zoom on Saturday 9th July, where they were able to link live with tea farmer Patrick Kaberia, the Suffolk Patron, in Kenya. She noted that the Fairtrade renewal date has been changed again by the Fairtrade Foundation and will now be 1st August 2023.

With this in mind it was agreed to defer the recommendation on the agenda until the next meeting.

It was agreed to approach the various Schools Eco-Councils to open up discussion on Fairtrade & Climate Justice issues with a view to developing a project to disseminate information more widely.

Cllr Hine would circulate further information on Fairtrade with a view to discussing further at the next meeting

8.5 Councillor Drop in Event/Market stall:

Options for 'face to face' sessions with Councillors was discussed along with venues.

It was agreed for the Town Clerk to book The Unitarian Meeting House for Saturday 27th August – 10am – 12 noon for a Meet Your Councillor Morning and to book a pitch on the Saturday Market on Market Hill to sell Jubilee T Towels and Mugs, Frambags and Calendars. Councillors representing each Committee would be requested to attend.

It was also agreed to book a pitch on the Saturday Market on Market Hill to sell Jubilee T Towels and Mugs, Frambags and Calendars on Saturday 6th August, which would be led by Cllr Hine.

9. PROJECTS:

9.1 CCTV:

It was noted that a revised quotation had been received for the CCTV installation which was still under the agreed amount but reflected the increased costs over the time and cost of living rises from the first quotation.

9114722 Cllr proposed to recommend approval to Full Council to accept the quotation of £19,267.00 plus vat from Homeview Surveillance Ltd for town centre CCTV installation from EMR 358, which was seconded by Cllr Jones with all in favour.

9.2 ESTI - Online Town Trails

Cllr Hine proposed to agree the specification for the purpose of obtaining quotations for the work

to produce Adult and Child online Town Trails, plus QR codes for the six Town Map Boards, which was unanimously agreed.

The Town Clerk would send out the specification and collate the quotations in time for the next meeting.

9.3 Christmas Cards:

Two design options had been circulated along with the quotation for 100 printed cards including recycled envelopes and compostable cellophane bags.

The Town Clerk raised concerns about the viability as postage costs had increased and more people were either not sending cards or were sending e-cards instead.

After discussion it was agreed to go ahead. The Town Clerk noted that vat would need to be charged.

9114722 Cllr Hine proposed to approve the purchase of 200 Christmas cards using the Market Hill Christmas tree photo design at a cost of £108 plus delivery and vat from printed.com using Budget 2105, to be sold at £1.50 each including vat, which was seconded by Cllr Bennett with all in favour.

10. Correspondence:

10.1 East Suffolk Council – New Burdens Fund:

To consider the installation and locations of 6 x 1100ltr bins provided by the fund.

It was agreed that these were too big for the town centre but for the Town Clerk to contact Framlingham Castle to see if they would like to have any installed.

10.2 St Michael's PCC

Email asking if the Town Council would still like a Notice Board to be considered in front of Castle Community Rooms following the Town Council's suggestion (dated 13th October 2020)

It was agreed for the Town Clerk to respond advising that as this was suggested some time ago it would be interesting to hear what the PCC think is needed for the site.

11. Action Plan:

Cllr Hine had completed the updates and the Town Clerk would amend the document.

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

Calendar 2024

Flower cycles for 2023 – refurbishment/repair, painting, new baskets, plants, licence for attaching to lampposts on the highway, Budget.

The Town Clerk suggested that the Committee may also like to consider planting lavender/summer bedding and spring bulbs under the Framlingham signs on each of the approach roads into town.

13. Date of next meeting:

No meeting in August

Tuesday 13th September 2022 at 7:00pm

Meeting closed at 20.59