

# Framlingham Town Council



## Minutes of the Communication, Events and Partnership Committee meeting held on Tuesday 17<sup>th</sup> September

### 1. Elect a committee Chairperson

Since the last meeting, Councillors Hine, Garrett, Moffatt and Rowell have resigned from the Committee and Councillors Cope and Rose have joined. With no nominations to stand as the Committee Chair, Cllr. Dean agreed to Chair this meeting.

2. **Present:** Cllr. Cope, Cllr Dean, Cllr. Knights and Cllr. Rose, non-voting member D Jeakings, L Kindred (Deputy Town Clerk)  
Apologies for absence were received from Cllr A. Wraight and these were accepted.

Cllr. Eastwood attended as an observer during item 7.3.

### 3. There were no declarations of interest.

4. **Cllr. Dean proposed approving the Minutes of 18<sup>th</sup> June 2024 as a true record of the meeting.** This was seconded by Cllr. Knights and carried unanimously (**CEP-2024-09-18-1**).

### 5. Public Comment

None

### 6. Communication

6.1 The recommendations from the Digital Audit report were reviewed, prompting a discussion on the advantages and disadvantages of the Council managing two separate websites.

6.2 Cllr. Dean proposed purchasing 11 URL names associated with Visit Framlingham & LoveFram at a cost of £144.09 for one year. This was seconded by Cllr. Knights and carried unanimously (**CEP-2024-09-18-2**).

6.3 Feedback from the September full Council meeting regarding the potential drawbacks of running two websites was considered. After further discussion, Cllr. Dean proposed the creation of a second website dedicated to events, news, and information for residents and visitors. Cllr. Knights seconded the motion, and it was carried unanimously. (**CEP-2024-09-18-3**). It was noted that grant funding is available to assist with the setup costs of this new website, but the timeframe to use these funds is limited. The website would host the new digital town trail and complement the existing "Visit Framlingham" social media accounts. When evaluating options for the second site, consideration will be given to mobile phone usability and the potential availability of a mobile app.

### 7. Events

7.1 The Tour of Britain Cycle Race, held on 8th September, was a success with a strong turnout in Framlingham. The Council's sticker trail was well received by participants, though it ran for a shorter duration this year due to the late announcement of the tour route.

7.2 The Deputy Town Clerk (DTC) has met with representatives from the Church and the Royal British Legion (RBL) to discuss arrangements for the upcoming Remembrance Day commemorations and service. Cllr. Knights proposed that the committee purchase a memorial wreath from the RBL at a cost of £25. This was seconded by Cllr. Rose and approved unanimously (**CEP-2024-09-18-4**).

The DTC has requested a quotation from the traffic management company that handled last year's road closure, but committee members expressed interest in exploring alternative options, as the cost for such a short closure is very high.

Due to time constraints, Cllr Dean proposed that the Council spends *up to* £700 on the road closure and any required licenses for the Remembrance Day service on 10<sup>th</sup> November. This was seconded by Cllr. Rose and carried unanimously. **CEP-2024-09-18-5**

### 7.3 Christmas

7.3.1 Dawn Jeakings provided updates on the Christmas event scheduled for 23<sup>rd</sup> November, summarising the key points from the working group's recent meeting. An events license is required from East Suffolk Council, and several documents, including an event plan and risk assessment, must be submitted with the application. A draft risk assessment was shared earlier today, and thanks were extended to Marion Hine for preparing it so quickly.

The Christmas event was discussed in detail, with serious concerns raised regarding the lack of available Councillors and volunteers to run the event. It was agreed that this year's event would be scaled down compared to last year's "Christmas on the Hill." The event will focus on the Christmas tree lights switch-on, a visit from Father Christmas for children, and live music on the Hill. Efforts will be made to organise a BBQ and mulled wine on the Market Hill, but the lantern procession, craft market, and trade stands will not go ahead.

The event will take place from 2pm-5pm. Cllr. Cope will contact Framlingham College to discuss their choir performing and the possibility of each house running a stand. It was also agreed that the DTC should cancel the booking for the Castle Community Room. The next working group meeting is scheduled for 30<sup>th</sup> September.

7.3.2 Various quotations and performers for the Christmas event were considered.

Cllr Rose proposed the following costs be accepted:

Musicians: Five & Above £50, Flaxen £50, A Light Left on £150, Shaun Small £150

Printing costs of up to £150

This was seconded by Cllr. Knights and carried unanimously. **CEP-2024-09-18-6**

7.4 Cllr. Dean proposed subscribing to the Purple Event Guide for Health & Safety resources and advice for one year at a cost of £30pa. Cllr. Cope seconded this and it was carried unanimously. **CEP-2024-09-18-7**

## 8. Projects and Partnerships

8.1 The Retail & Business Event Co-Ordinator (ESTI Project) provided an update on her recent work and the launch of the Visit Framlingham social media platforms, plus current engagement levels.

Unfortunately there was insufficient interest in running events for the Heritage Open Weekend this year. She noted that Halesworth has a committee that organises its Heritage event throughout the year. The event would need a lot of planning, ideally by another group such as the History Society with the Town Council being a facilitator.

She has been in contact with East Suffolk Council's Culture Officer and she has lots of information available.

8.2 Councillors have been considering the latest draft Town Trail leaflet and a meeting will be held with Cllrs. Dean, Knights, Wraight plus any others who are interested to collate feedback and the various suggestions.

**9. Correspondence received since the last meeting was considered.** Councillors did not wish to consider the town trail featuring on TheTouristTrail.org at a cost of £15 per month.

## 10. Matters of report

Cllr. Dean reiterated that the previous Committee Chair carried out a huge number of tasks for the Committee and suggested that these tasks are listed and the Council considers who will take responsibility of each of them moving forward.

## 11. Items to be raised at the next meeting

Elect a Committee Chair

## 12. Date of next meeting

Tuesday 15<sup>th</sup> October at 7pm.

Cllr. Dean thanked everyone for attending and closed the meeting at 9.40pm.