



AGM : 24th September 2019 - DRAFT

Present (at Framlingham Technology Centre):

Victoria Perkins (Chair) – Deep Space Marketing

Jenny Stockman (Vice Chair) – Framlingham Technology Centre

Kelvin Gibbs (FBA Management Committee) – Charnwood Milling Company Ltd/Micronizing Company UK Ltd

Lisa Hamon (Management Committee) – L A Global Management

Keith Snowdon (Management Committee) – Keith Snowdon Web Design Ltd

Rachel Dawson (Management Committee) – Gotelee Solicitors

Jenny Labbett – Renaissance Training/Jenny Labbett Computer Services

Tina Neill – Boundary Farm Cottages

Eileen Coe – Town Clerk, RFO, DPS, Framlingham Town Council

Cllr Penny Wraight – Framlingham Town Council

Jacqueline Ward – FBA Secretary and Association Co-ordinator

Apologies:

Dan Wood (FBA Treasurer, Management Committee) – Framlingham College

Mick Hutton – Magic Media Street

Steve Calver (Management Committee) – S R Epic Sound and Lighting

Ingrid Simpson – Simpson's Sweets and Milkshakes

Colin Farrand – Succeed in Spain

Allan Williams – AW Artworks

Meeting commenced at 5.30pm, with brief introductions from all present.

Attendees - were noted, and apologies given, as above.

1.Review of the Year

Chair's Annual Report 2018/2019

Current Management Committee

Victoria Perkins	Chair
Jenny Stockman	Vice Chair
Dan Wood	Treasurer
Richard Whitaker	Committee member
Kelvin Gibbs	Committee member
Steve Calver	Events Manager and committee member
Lisa Hamon	Committee member
Guy Downes	Committee member
Rachel Dawson	Committee member
Keith Snowdon	Committee Member
Jacqueline Ward	Association Co-ordinator and Secretary

Membership and personnel

Currently the FBA has 85 Members and interest in the Association continues to grow as members of the committee engage and network with businesses in the town. The Membership and Marketing sub-committee has met monthly throughout the year and carried out a membership survey to find out what members would like from their membership. This has resulted in plans for the future including an FBA Academy offering business workshops on topics such as social media, marketing, web design and business accounting.

The current Chair, Victoria Perkins has been Chair for one year since being voted in officially at the 2018 AGM. *"I've enjoyed working with the FBA team this past year and proud of all we have accomplished including successful events, bringing free WiFi to the town and improving our online presence. We are constantly looking at ways on how we can bring more benefits to our members and value each and every one of them. In 2018/2019 we were doing a lot of "behind-the-scenes" work and are excited to show our members what we have in store for them, starting with a brand new website that will be ready to launch by end of September 2019."*

The FBA Management Committee meet on a regular basis to discuss many ideas including how to improve and grow the FBA membership and membership benefits and how to continue to bring awareness to local businesses and the town of Framlingham. What happens for local businesses matters very much to them and they give up their time to meet and work on strategies and events. They welcome any feedback and ideas from members to help inform what they do to.

Subs are £60 annually and support increased general running costs, insurance, the many activities of the Business Association that are aimed at promoting the town, creating opportunities for members, putting on events and being a part of activity and initiatives that drive economic growth to benefit members.

Events

The annual programme of events continues to generate interest in the town, creating footfall, boosting trade and increasing awareness of all the town has to offer.

In October 2018 The Great Framlingham Sausage Festival attracted huge numbers of visitors into the town for this popular event, which draws people from both the local and a wider area and generates interest in Framlingham as a destination to re-visit. See www.framlinghamsausagefestival.co.uk

In September 2018 Heritage Open Day was a great success, and is set to take place again in 2020.

The FBA organised a Christmas and Charity Market in 2018, together with a Grand Prize Draw, Festive Window competition and supported the retailers late night shopping event. By linking up with the FOSM Tree Festival the whole town was able to enjoy a united Christmas event for 2018. Plans are well underway for the 7th December, 2019 Saturday Shopping event. Increased collaborative working between the retailers, FBA and FTC during 2018 has resulted in changes in the Christmas event and associated fundraising. In 2018 the FBA continued the traditional display of real Christmas trees around the town and in the centre of Market Hill, although sadly there was some vandalism to the tree lights and tree.

The FBA is very grateful to the people that continue to give their time voluntarily to assist with events and make sure the town is presented appropriately, we are very fortunate that both members and other volunteers continue to support us.

Bi-monthly FBA open meetings have a speaker providing inspiration and information on matters of business interest. These are open meetings, with FBA members, non-member businesses and the general public very welcome to attend.

Regular monthly networking has taken place on the 4th Wednesday lunchtime in The Lemon Tree, we have also had a breakfast networking and a popular lunchtime BBQ at the Framlingham Cookshop. This is the chance for businesses to meet and make connections in an informal setting.

Marketing and Communication

The FBA continues to develop its online presence and is about to launch a fresh new website which has been designed to improve the FBA online presence for our members. The SEO and google analytics on the new website will attract visits to the FBA website and the FBA member pages, highlighting Framlingham businesses and assist their business potential. Each member's page will be a mini website with maps, photos, logos and information that can easily be updated. FBA plans to develop the membership numbers during 2020.

Regular newsletters are sent out to members highlighting member news, upcoming meetings and items of interest to businesses.

Pro-active Business Association

The FBA works collaboratively behind the scenes on strategies that will benefit the local businesses, we have been supporting Framlingham Town Council on Parking and CCTV during 2017 and 2018, and have been supporting East Suffolk Council on a project they have to ensure the future sustainability of East Suffolk Towns – and will be getting feedback in the coming weeks on how best to move forward for Framlingham. We have worked with East Suffolk Council and the event organisers when the national cycle tour event came through Framlingham again this year – ensuring we put the Framlingham viewpoint forward and keeping the members informed on how it may affect them. FBA has also been a partner with East Suffolk and Fram Town Councils on the recent Free Market Hill WiFi and Square card reader initiatives, putting the needs of the businesses forward on this pilot project, we will also be working with them to ensure businesses can benefit from the associated information benefits now and in the future.

www.framlinghambusiness.co.uk

chair@framlinghambusiness.co.uk
admin@framlinghambusiness.co.uk

2.Consideration of FBA Accounts and current balances

BALANCE SHEET 1st September 2018 to 31st August 2019

INCOME

	£
TOTAL FOR YEAR	£37656.70
INTEREST ON SAVINGS	£ 12.26
TOTAL INCOME	<u>£37668.96</u>

EXPENDITURE

	£
TOTAL FOR YEAR	£40837.12
TOTAL EXPENDITURE	<u>£40837.12</u>

PROFIT/LOSS	£3168.16-
ADD FUNDS FROM END 2017/8	£5268.57
BALANCE	£2100.41

REPRESENTED BY ACCOUNTS 31st AUGUST:

COMMUNITY CURRENT ACCOUNT	£2100.41
SAVINGS ACCOUNT	£5608.73
TOTAL	<u>£7709.14</u>

Submitted by JW, viewed by D Wood Treasurer
September 2019

A full monthly detailed balance spreadsheet is also available and was distributed in the meeting, copies available from admin@framlinghambusiness.co.uk

To note that ring fenced amounts are held within the FBA accounts.

There was an opportunity for any questions, there were none. Any questions can be sent after the meeting to admin@framlinghambusiness.co.uk

3.Retirement and Election of Management Committee

Information about the election procedures had been sent out in advance of the AGM , including information on standing for the committee and how to vote in advance or by proxy. No nominations, or advance or proxy votes were received prior to the meeting.

All Management Committee members stood down at this point of the AGM. This was followed by those willing to continue on the Management Committee standing to be re-elected. There were 4

retirements from the committee – Richard Whitaker, Dan Wood, Steve Calver and Guy Downes. The remaining committee members agreed to stand again and they were duly re-elected. These are Victoria Perkins, Kelvin Gibbs, Lisa Hamon, Jenny Stockman, Keith Snowdon, Rachel Dawson, and Jacqueline Ward.

The Chair and Vice Chair positions were considered, with both Victoria Perkins (Chair) and Jenny Stockman (Vice Chair) standing down from their positions. Victoria Perkins was willing to stand as Chair for the 2018/19 membership year, Jenny Stockman stood down from Vice-Chair, Lisa Hamon was willing to stand for the Vice-Chair position and was voted in by a show of hands. The Treasurer position was considered as Dan Wood is standing down, and currently there are no nominations for the position. Victoria asked that all members consider this position.

Victoria thanked those who have left the Management Committee, Richard, Dan, Guy and Steve for their hard work in recent years. Victoria commented that the Management Committee is open to ideas from members and also welcomes new committee members at any time during the membership year, not just at the AGM. Please let the Management Committee know if you are interested or wish to have an informal chat about what is involved in becoming a member of the Management Committee or Treasurer, contact via admin@framlinghambusiness.co.uk

4.Subscriptions

It had been agreed by the Management Committee that the annual FBA membership fee should remain at £60.

At the May Bi-monthly meeting it was noted the Management Committee had agreed to introduce a new Joint membership fee of £99 for those who wish to join with two linked businesses. This would reflect the extra work in setting them up on the new website. This would not affect the existing Joint FBA memberships who will continue to pay a single fee only. There were no objections and the new £99 for new joint memberships was formally adopted and the Constitution to be amended.

It was agreed that to be in line with the Constitution (4.3), and to save time at renewals, the pro rata rate for members applying within the membership year would apply on joining and not in the second year of membership.

5.Forthcoming Events

To be discussed in the September meeting that follows, see following for the dates:

The Great Framlingham Sausage Festival 2019 is on Sunday 13th October.

Festive Framlingham Shopping Day is on Saturday 7th December.

6. A.O.B.

There was a question from a member about how to attract more people to the AGM. The AGM is publicised to the public as it is an open meeting, and members receive the paperwork in advance. The number attending varies from year to year and the Management Committee are very open to

ideas that could increase attendance and engagement. They are also very open to all feedback and ideas from members on what FBA does and how it communicates, and noted that the Management Committee have been engaging with the retailers and Framlingham Town Council on projects for the town and for Christmas – including a fund raising quiz.

The FBA 2018 AGM was declared closed at 5.45 pm.

7. September Bi-Monthly Meeting

This meeting followed the AGM, separate minutes are available.