

## **DRAFT MINUTES for MANAGEMENT COMMITTEE MEETING**

5.30pm Tuesday 8<sup>th</sup> October 2019 – at The Crown Hotel, Framlingham

### **Present**

Victoria Perkins, FBA Chair – Deep Space Marketing

Lisa Hamon, FBA Vice Chair – LA Global Management

Rachel Dawson, FBA Management Committee – Gotelee Solicitors

Jacqueline, FBA Secretary and Association Co-ordinator

### **1.Apologies**

Jenny Stockman, FBA Management Committee – Framlingham Technology Centre

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

### **2.Minutes of previous meeting 7<sup>th</sup> August to be agreed**

Minutes approved by VP and LH

### **3.Matters Arising from previous meeting 7<sup>th</sup> August**

5. Zip Wire – no current updates, leave for future discussion.

8. Z Booklet – To look at early 2020 in collaboration with FTC and East Suffolk Council

**ACTION: Forward agenda item**

### **4. Management Committee and Sub-committees**

The Treasurer position is still vacant. RD has spoken to Ian Baker of Turner and Ellerby.

Discussion on what the management committee requires for the future. Currently the committee receives monthly bank balances and other relevant information at FBA meetings prepared by admin, plus annual balance sheet and spreadsheet of monthly expenditure prepared by the treasurer and based on the bank statements and monthly breakdowns. LH offered to look at what we have been doing so far and seek advice.

**ACTION: JW to send year end and monthly breakdowns and spreadsheet to LH. LH and JW to meet and discuss.**

**ACTION: LH to speak to Ian Baker about the requirements for treasurer/auditor for FBA.**

### **5.Events and Sub-committee reports**

#### **Membership and Marketing Sub-committee – Update by LH**

Next meeting is on 15<sup>th</sup> October. LH suggested looking at the theme of small events in addition to the usual agenda items.

#### **X19 Working Group – Update by JW**

The quiz had successful and enjoyable, raising £651.50, ring fenced for Christmas, and may become a repeat event. Discussed a possible issue with the new trees fitting into the old brackets. Last few trees and all brackets need to be distributed still. Hoping to make the tree Box for the Market Hill tree, which is now ordered. Event has been simplified, there should be some cover for choirs, and just a few stalls to fit in the available space, everyone to set up very early before market and shops open. Looking to use FTC gazebos, and to finalise the event layout.

EH has made an offer for the event day for residents only to visit the castle FOC plus some discounts. Initial publicity about to go to Framfare, and raffle tickets to be ordered.

#### **SF19 – Update by LH**

LH had sent an updated budget spreadsheet to the Management Committee, and the potential profit was discussed. An £1K sponsorship from Persimmon Homes had recently been granted. This year, due to much hard work, the number of trade stands, amount of sponsorship £5.8K, and the pre-event ticket sales are at the highest ever level. The programme is bigger, with the ads paying

for the printing, a more economic supplier had been sourced. Invoicing had gone well, with just one producer and one trade stand outstanding. An FBA member volunteered today to help. VP produced the Square dock, there was uncertainty if JS had ordered one too. VP demonstrated how they work wirelessly, and that the charge on payments is very low at 1.75%. Those paying by card will need to download the app to their phone. The signal by St Michaels is fine, but if the Square dock is being used at the lower ticket tent it may need to be nearer FTC offices for good signal.

**ACTION: JS to issue instructions on how to use dock(s) to volunteers.**

**ACTION: Ticket positions to be considered.**

**ACTION: JW to sort float for event**

## **6. Membership and Finance**

Membership - 50 have renewed to date. Reminders with link to new website pages have gone out, they have a 30 day grace period from the due date. 6 have left, most due to business closures or adverse business climate.

Finance -

Community Account - £10574.44

Saver Account - £5608.73

Total - £16183.17 as at 08/10/19

Market Hill tree, FBA insurance and FTC ad have all been paid from the account.

Includes ring fenced amounts - £600 website, £320 HOD, £5K Digital Grant, £651.50 and £250 for X19. SF amounts also committed, including deposits back to producers, currently £1200.

New Signatories still not done, review.

## **7. Marketing/Online**

Website - Work nearly complete, hopefully by end of next week. Everyone feels it looks great and is very easy to use.

## **8. Business Topics**

FBA Insurance - The PL insurance policy is confirmed in place and paid for.

Discussion on the need for the Legal Expenses insurance, much appears not relevant to FBA but RD offered to look and see if the main policy covers FBA in the event of needing to cover legal fees.

**ACTION: JW to send RD copies of the PL insurance documents and the Legal Expenses quote and proposed cover. RD to report back.**

People and Places Feedback - FBA have agreed in principle to have this feedback at the November 20<sup>th</sup> Bi-monthly meeting, which will need to be shortened and may not allow time for our planned speaker.

**ACTION: VP to contact Sonia at ES Council about arrangements, invitations, refreshments etc for this feedback.**

**ACTION: JW to contact KG about his planned talk being postponed to January.**

October and November Networking - To be decided at the Membership and marketing meeting next week.

**ACTION: Forward agenda item.**

FBA Storage and Inventory - Wait for Spring and warmer weather to check.

**ACTION: Forward agenda item**

Request from FTC - Eileen Coe had asked if FBA could consider funding an FTC proposal for Pageant Field from SF profit. This can't be considered until post SF 19 anyway.

**ACTION: VP to reply to EC.**

**ACTION: To review at the next FBA meeting**

## **9.AOB**

Bunting - look at in 2020.

Domain Name update 123 Reg – Just to be aware KG received an automated email supposedly from 123 reg about paying for the FBA domain name 16/10/19, however we did this in February as usual. Name quoted was incorrect on the email, looks to be a scam so have ignored for now.

Speakers for 2020 – Ideas for 2020 discussed. FTC may wish to come and speak about the new parking arrangements in March. Discussed opportunities for members to ‘speak’ via the new FBA website blog, weekly or monthly.

**ACTION: JW ask KG if can reschedule for January 2020.**

**ACTION: Discuss the speaker slot at the next Membership and Marketing meeting**

Meetings – There is a need to work smart and with boundaries, to have management meetings bi-monthly again, to do more by email. The days of the week committee members can meet was discussed, KG can’t do Mondays, others can’t do other days or times of day. Likely to have meetings Mondays and Tuesdays at either 1.30/2.00pm or 5.30pm for 2020 and then review.

### **10.Dates of next meetings**

Networking Meeting -

Date: TBC

FBA Main Bi-Monthly Meeting -

November Meeting – Tuesday 20<sup>th</sup> November, 5.30pm at Fowler Pavilion, Framlingham College

Management Committee meeting -

TBC – looking at early January 2020.

Membership and Marketing – Tuesday 15<sup>th</sup> October 1.15 pm.

X19 – Monday 28<sup>th</sup> October, 5.30pm at FTC offices.

Meeting closed at 6.55pm.