

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

1.30pm Tuesday 25<sup>th</sup> February 2020 – at Framlingham Technology Centre

### **Present**

Lisa Hamon, FBA Vice-Chair – LA Global Management

Jenny Stockman, FBA Management Committee – Framlingham Technology Centre

Jacqueline, FBA Secretary and Association Co-ordinator

### **1.Apologies**

Victoria Perkins, FBA Chair – Deep Space Marketing

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

Rachel Dawson, FBA Management Committee – Gotelee Solicitors

Keith Snowdon, FBA Management Committee – Keith Snowdon Web Design

To note that the meeting was therefore not quorate for making decisions during the meeting.

### **2.Minutes of previous meeting 18th December to be agreed**

Minutes approved by LH and JS.

### **3.Matters Arising from previous meeting 18<sup>th</sup> December**

11. 18/12 meeting. FTC road signs. JW has inspected these with Kevin Coe. FTC store these signs and are available for FBA to borrow anytime. JS asked about the wording on the signs, JW replied that some lacked boards, wording varied on others but boards could be reversed or covered if necessary. Will consider keeping 2 in FBA storage once sorted.

2. 28/01 planning meeting. Testimonials are to be obtained for the FBA website.

2. 28/01 planning meeting. FBA strapline/mission statement clarified for existing and potential new members.

6. 28/01 planning meeting FBA inventory and storage – to be actioned by JS and JW. KG has offered to continue storing items and may have some main building space that could be used, also confirmed has CCTV security but FBA items need to be covered on FBA insurance.

**ACTION: Forward above agenda items to next meeting.**

### **4. Management Committee**

LH agreed at December meeting to oversee bookkeeping, and confirmed in this meeting that she was happy to be Treasurer. FBA require a treasurer for the financial year end.

JW raised practicality of AGM being in September as it is extremely tight to get the finances complete after 31<sup>st</sup> August Year End in time to send out to FBA members 3 weeks before the September meeting, November could be better.

**ACTION: LH and JW to meet and discuss finances.**

**ACTION: AGM date to be considered at a future meeting.**

### **5.Events**

#### **X19 – Update by JW**

Background - VP and JW had met with some of the X19 working group on January 22<sup>nd</sup>, to review what had gone well and what could be changed. VP had updated the Management Committee with feedback from the meeting. The X19 event had gone well, the small trees a great success, the retailers FBA and FTC had worked well together, and costs saved on items such as the sound provided by Mick Hutton. Small points raised for future events included a preference for having Santa for an extra hour or so, more volunteers ideally, more lighting and a sustainable main Market Hill tree structure. VP had explained FBA was not in a position to lead X20 but happy to offer

support, there was ongoing discussion with FTC about working together on X20. Concern persisted about the lack of a big tree refund despite chasing, a final 7 day letter to the supplier had been sent by KG, but no response has been received. The Management Committee had already discussed and been advised that pursuing the refund through small claims court involved cost, with no guarantee that any payment would be made even if successful, whether as a lump sum or in small payments over many years. The decision was that time and cost of pursuit wouldn't be worth the outcome, and any solicitor fees would not be refundable.

Since the Jan 22<sup>nd</sup> meeting an email had been received from a member of the X19 group expressing continued concern about the refund. JS commented that FBA had ordered the tree in good faith from an SC recommended contact, a contact he had for some years. The suppliers used the previous 2 years had not been able to supply for 2019, Elveden wasn't affordable at about £2.5K so FBA had needed to look elsewhere for a supplier.

**ACTION: JS would contact SC about the supplier information.**

It was again agreed that pursuit would not be effective.

#### X20 – Update by JW

Background - JW had been invited to and attended an X20 meeting at FTC offices on 24<sup>th</sup> February to discuss potential plans for 2020. FTC PR & Markets had agreed to help lead the event subject to full council approval. JW had been asked for advice by Cllr Penny Waight on contacts, finance and sponsorship, entertainment and what FBA has in stock for X20, noting that the 2 sets of coloured lights and the pole lights are being looked after by Bill Bulstrode. There were lots of ideas for X20, but it was agreed to run an event more or less identical to X19, to fundraise with a Blngo evening and a cake sale, and look for sponsorship from local businesses and beyond. Quotes were to be sought for more lighting and a metal central tree. The event was agreed for December 5<sup>th</sup>, but consideration given to the trees going up and on by mid-November. FTC also commented that they were happy to assist this year but after that ideally an events group would be set up for future events.

JW had been asked by some of the retailers what contribution FBA might make beyond the 5 year provision of the small trees, and to clarify why they were no longer putting up the trees in relation to the constitution on trees and decorations. JW explained the reasons behind having the artificial small trees and the passing of responsibility for putting up and taking down the trees: the wall plates and brackets had been intended to be business owners fixtures and fittings from the inception of the small trees for insurance reasons, that consent from building owners and the checking that all had PL insurance for the trees would otherwise need to be checked annually as FBA insurance couldn't cover other people's premises. JW commented that most BA's in the area charge a lot to do the trees and outsource the job. FBA would continue to remind people to put their trees up, and the majority had been happy and able to do, advice would be given to those who had needed help. JW was also asked by FTC what money could be given to the event as this would inform the whole FTC council, JW said that FBA had a meeting on 25<sup>th</sup> February and would raise the question.

JS commented that FBA management committee had discussed some months ago the creation of a grant form and process for funding applications, as there had been an increasing number of requests. FBA events are accountable to members and granting funding should also be. It now seems the appropriate time for FBA to set out the application process and agree the budget available for 2020. It was felt an application date could be set for April 1<sup>st</sup> initially. Those requiring funding would need to specify the amount they are applying for, what they need it for, and what their other sponsorship and funding amounts are being sought. It would be made clear that any funding would be from a limited funding pot, yet to be looked at and approved.

**ACTION: LH to create a grant form with advice and examples from JS.**

**ACTION: As this meeting not quorate it requires the whole management committee to agree to set up a process and allocate any budget.**

**ACTION: Once a decision is reached on having an application process and budget, this information can be given to the X20 group.**

LH, JS and JW all expressed a willingness to help with X20 if wanted, FBA member Mick Hutton has volunteered to help as well.

#### SF19 – Update by LH/JS

It was agreed to write off the last payment due for an ad for £60 as chasing had not been successful. It had been agreed by the SF20 group to make an offer to EH for SF20 in lieu of a payment for SF19.

**ACTION: LH to amend SF19 finances once EH deal confirmed.**

JW reminded that FTC had asked if FBA would consider making a contribution to Pageant Field Table Tennis from potential SF19 profit.

**ACTION: Post any agreement on FBA budget and application process Eileen Coe and James Overbury at FTC would be informed about a potential to apply for funding.**

#### Bi-Monthly Meetings

Consideration was given to speakers for May, July, September & AGM, and November meetings. A number of suggestions were made, including new and potential members.

**ACTION: To inform committee of ideas and make approaches – LH to speak to a recent new member who had expressed interest in speaking.**

#### Small Events

Ideas at planning meeting included a Wine Tasting event, a BBQ event, Pizza event, and perhaps a Wellbeing event. This would fulfil both business networking and social aspect of FBA (as in the constitution). There is a generous £500 budget from Fairweather Law towards 4 small events. It would be appropriate to make a charge towards the event if required. Ideally events would take place around April, July, September, and November.

A wine evening would need a venue, wine and nibbles, glasses and a producer or sommelier. JS has some glasses from SF19 that could be used. A list of potential contacts to approach was drawn up. The Pizza evening would require a quote and sign up.

**ACTION: LH to approach contacts discussed for Wine evening, and for Wellbeing.**

**ACTION: JW to approach possible BBQ venue next week.**

**Action: Approach The Station for possibility of booking/quote once other dates clearer.**

Heritage Open Day in September (date within 11-20<sup>th</sup>) had also been discussed for 2020, but does require an event leader. If no-one volunteers this may be on hold until 2021.

**ACTION: Ask Management Committee for a HOD volunteer.**

### **6. Membership and Finance**

Membership – currently 69 with a couple more invoiced but not yet paid. Membership drive planned.

Finance –

Community Account – £10,736.00

Saver Account – £5621.85

Total - £16357.85 as at 24/02/20

Includes ring fenced amounts - £320 HOD, £5K Digital Grant, £179.50 for X20 lights, £500 for small events, ECB funding gazebo.

### **7. Marketing/Online**

VP has contacted the 4 businesses who responded to the offer of social media marketing from the Digital Grant, a reminder was sent out.

VP and KS reviewing membership pack costs and content for potential members/existing members, a quote has been received.

**ACTION: VP and KS to review pack content costs.**

### **8.Business Topics**

FBA had received contact from East Suffolk Council concerning Phase 2 of the People and Places project on East Suffolk Towns including Framlingham. There will be a rollout of this phase of the project and Chris Wade will be in contact with Town councils and business associations to look at action planning and potential for funding applications.

**ACTION: FBA to keep members informed.**

### **9.A.O.B.**

Press Enquiries – KS has added a Press button to FBA website for enquiries, which will go to Chair email for now. VP would like an automated reply for the Press button explaining that FBA will reply as soon as possible, this requires the setup of a press@ email address.

Member Event Posters – JW has been receiving posters from members about their events, including a request to go on the FBA website as well as newsletter etc. KS has set up a Member Event section under Event tab for this.

**ACTION: JW to highlight member events section on website with link.**

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

Management Committee Meeting – Tuesday 14<sup>th</sup> April, 1.30pm at Fram Tech Centre

March Bi-monthly meeting – Monday 9<sup>th</sup> March, 5.30pm at The Crown, speakers Dan Coombes of Elephant Wi Fi and Nick Khan of East Suffolk Council on Wi Fi data use, and FTC Cllr Clive Eastwood on parking in Fram. (Cllr Jones replaced by Cllr Eastwood now, Wi Fi speakers subject to RSVP response from members).

**ACTION: JW to ask for RSVPs for March meeting and highlight Elephant Wi Fi have a long journey to Fram.**