

DRAFT MINUTES for MANAGEMENT COMMITTEE MEETING

1.30pm Tuesday 18th August 2020 – Zoom Meeting

Present

Victoria Perkins, FBA Chair – Deep Space Marketing

Lisa Hamon, FBA Vice-Chair – LA Global Management

Jenny Stockman, FBA Management Committee – Framlingham Technology Centre

Jacqueline, FBA Secretary and Association Co-ordinator

Nick Corke, Hour Community (first part of the meeting only)

Invited Speaker – Nick Corke

Nick presented his philosophy behind a proposed Community Project, bringing the community together, providing opportunities and facilities for all ages, young and old, within the town rather than having to go elsewhere, including employment. After the award winning success of the Brook Lane almshouses he would like to see intergenerational almshouses in the town to help keep older residents at home, and sees a need for more affordable homes for local people, and families. He sees TMHS has issues around children drops off, a need for micro business units to allow start-ups, and for a parking scheme that would free town spaces for visitors and shoppers. He feels the latest FTC town survey, which included people from the new housing, shows people would like more facilities in Framlingham rather than travel elsewhere. He noted there could be more local housing post 2036. He knows this must be a self-sustaining project and feels there are business opportunities. His proposed project would provide many of these elements in one location on the current Framlingham Neighbourhood Plan.

He is in discussion with other organisations that have ideas for the future sustainability for towns, and have funding available, and looked into funding streams. During Covid community efforts he realised the broad experience and skill set of people who volunteered and could impact the project, and already has someone willing to lead a project group. Nick has discussed his ideas with FTC and welcomes the chance to speak to FBA, would appreciate an opinion on the project, and welcomes questions. He also commented that an FBA rep could become involved with the project committee.

Nick was asked about a timeline, he is currently at a discussion stage with land owners, housing experts, and other organisations. Nick was asked about a potential change of use from the Neighbourhood Plan for the land he would like for the project, he has had a positive conversation about the possibility of this. Nick was asked about the inclusion of FBA on a proposed Powerpoint presentation on the project, FBA would like appropriate agreed statement to go alongside.

Nick Corke then left the Zoom meeting and the Management Committee considered the response they would make.

Those present agreed the project concept is good in principle but still in the early stages of development and recognise elements may be change. The committee will respond by thanking Nick for the information and acknowledge the idea of a whole town strategy for the future longer term picture which considers the age profile, needs, and infrastructure, with consideration for the Neighbourhood Plan. FBA would be interested in hearing more as the project develops.

ACTION: JS to write a response and for the Management Committee to approve and send to Nick Corke, along with a statement to go with the FBA logo.

The Management Committee meeting agenda then commenced.

1.Apologies

Keith Snowdon, FBA Management Committee – Keith Snowdon Web Design

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

Rachel Dawson, FBA Management Committee – Gotelee Solicitors

2. Minutes of previous meeting 23rd June

Minutes already approved by VP, LH seconded.

3. Matters Arising from previous meeting 23rd June

None

4. Management Committee and AGM

Committee Positions

Newsletter asking for members to consider joining the committee had not yet received a response, this was understandable during these uncertain times. A few people had been approached but not currently interested.

ACTION: LH to approach and invite 3 people directly

ACTION: JW to give LH email details for one of the 3.

ACTION: JW to do a reminder in the newsletter about committee positions.

AGM Venue

Fram Tech Centre was booked pre-Covid-19, if not available an alternative would be a Zoom meeting. It was felt a face to face meeting would be possible at the Tech Centre as social distancing could be actioned.

ACTION: JW to check with Fram Tech Centre as preferred option.

ACTION: JS to book a Zoom meeting if Fram Tech Centre not available.

ACTION: VP and JW action an AGM and September invitation for members.

AGM Speaker

DECISION: No speaker this year.

Current Committee Availability

Nearly all have already confirmed.

ACTION: JW to confirm his availability with KG.

AGM Paperwork

This should be prepared for early September to inform members of its availability, and to be available as email copies ahead, hard copies at the AGM or shared documents on Zoom.

Agenda and Report for September Bi-monthly meeting to be prepared alongside by JW.

Finance and Balance sheet –

JW has passed all the finance so far to LH but can't complete until August end.

ACTION: JW complete finance sheets for LH asap.

ACTION: LH to prepare overview to present at AGM and for any questions.

Chairs Report –

ACTION: VP to prepare.

Agenda –

ACTION JW prepare

Sign In Sheet-

ACTION: JW prepare.

Election Document-

ACTION: JW to prepare and send info in newsletter

5. Membership and Finance

Membership – currently 74 businesses with 2 more applications made recently and followed up. JS suggested approaching the Market Manager Darren at Fram Market as a potential member.

ACTION: JW will follow up these 3 for 1st September.

Discussion on the FBA membership renewal for 20/21. FBA had continued to work through lockdown including alongside Framlingham Town Council and East Suffolk Council and providing

them with member feedback. FBA continued to promote and inform on newsletters and social media, supporting businesses with information and posters and feedback to FTC, to assist some businesses with the digital grant etc.

Bearing in mind FBA future plans, potential grants, annual running costs, and current bank balance and ring fenced amounts it was felt FBA is in a position to do a special offer on membership. Rather than defer renewal to Jan 2021 and to keep momentum going for FBA it was decided to make a 25% discount offer for existing, loyal members. This would reduce membership to £45. New members would pay the usual fee.

The plan is to do renewal invoices for 1st September, renewals paid by 1st October would receive the 25% discount, and the usual period of grace to renew by would also apply with cut-off date of 1st November.

ACTION: JW to progress renewal process.

Finance –

Community Account – £3646.78

Saver Account – £9621.85

Total - £13268.63 as at 12/08/20

Includes ring fenced amounts - £320 HOD, £3339.01 Digital Grant, £500 for small events, ECB funding gazebo, and money towards external events such as SF21.

JW had produced figures for the Management Committee on FBA fixed costs each year including office supplies, website and insurance cost (not confirmed yet).

6.Business Topics

Businesses have re-opened and FBA have sent out ‘*Wear a Face Covering*’ posters to those who have requested or have had issues. There have been issues from a few and this has caused stress.

Parking Charges – Machinery installed but not yet in action, some members have requested dates and details. Notices will go up in coming weeks about parking charges etc. but ES not yet given date when it goes live, update will be on the FTC website

<https://framlingham.com/new-parking-meters/>

JW has fed back Face Covering niggles to the FTC Covid-19 Responses Team.

People and Places – invite Chris Wade to a Management meeting?

7.A.O.B.

Graffiti Artist Grant

Consideration had been given to making a small grant to cover future street social distancing markers, however it has been noted that no new ones have been done and existing ones are fading. As social distancing and lockdown amendments are subject to change it was decided to review if further markings are required.

Nick Corke Plans

See Speaker information at start of meeting.

FBA Grant Form

Final agreement on the grant form was made by email. An application will be made for SF at some point.

FBA Small Lottery Licence

The renewal has been received and due 01/09/20.cost £20. It may not be used this year but if don't renew it will cost full cost of £40 next year.

DECISION: To renew this year.

ACTION: JW to process payment, after checking KG happy to continue as named promoter.

FBA Insurance (Due end Sept 20)

Request for a quote was made early July by JW, not heard back yet.

Quote based on 6 Management meetings (up to 10 people), 6 bi-monthly meetings (up to 25) in case we revert to non-zoom meetings, 4 small events up to 30 people, 1 HOD event, approx. 100 people at largely outdoor event with no special arrangements for parking etc.

ACTION: JW to follow up with broker Chris Marsh on insurance renewal quote.

FBA Emails

FBA email addresses no longer required: for SC, RW and Secretary.

ACTION: VP to ask Rob Chittock to remove.

JW had experienced a week of email issues again last week, which impacted on FBA newsletters, also locked out of Web Mail element.

JW had contacted Rob Chittock, after a lot of checking it seems that the FBA installed 2010 version of Word and the version of Outlook no longer work together and it wasn't possible to fix.

To allow emailing to continue, and as Web Mail is not that good, Rob Chittock added a new email program to allow easier emailing for the time being.

Rob suggested installing a newer version of Word and Outlook, ideally on annual subscription to ensure updates are made, suggested an IT person could sort.

JW investigated cost of latest personal and business versions of Microsoft 365, between £60-120 per year. When attempting to 'trial' buy the business version required technical website information and the personal version said couldn't buy as had a version installed under admin@ already.

It hadn't been possible to find out if current computer would be able to work with a newer version.

A new FBA laptop or Rebuilt Dell were both possibilities and had been discussed before.

Discussion followed on best solution for the future.

DECISION: To research getting a new basic laptop, and new Windows 365 package for Word, outlook etc. Funding to be looked at before moving forward.

ACTION: ES Grant funding to be applied for (by LH)

Discussion on changing FBA to Gmail, the main issue has been the potential loss of existing emails and address books. For future thought best to have emails under committee member names and not use Chair. As people join or leave committee these would be amended, may need to retain admin@ as it is set up for Mailchimp, on website etc.

DECISION: Current stored emails to be looked at and retain minimal ones, need to data consolidate the address books and set up a database, which will require someone to take on as a paid project. Change to Gmail and start again.

ACTION: Apply for ES grant to do data consolidation and required IT (by VP)

ACTION: All ES Grant applications to be shared on committee email

East Suffolk BA Handbook

No news yet, has been followed up by JS.

ES Grant

Grant to develop membership to be amended by LH.

8.Dates of next meetings

Management Committee Meeting – 13th October at 1.30pm – by Zoom.

ACTION: To be confirmed and arranged.

September Bi-Monthly meeting and AGM – September 23rd – final details TBC

Meeting concluded at 3.10pm