

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

1.30pm Tuesday 13<sup>th</sup> October 2020 – Zoom Meeting

### **Present**

Lisa Hamon, FBA Management Committee – LA Global Management

Jenny Stockman, FBA Management Committee – Framlingham Technology Centre

Jenny Labbett, FBA Management Committee – Renaissance Training

Jacqueline, FBA Secretary and Association Co-ordinator

**LH volunteered to be this meeting Chair.**

### **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 18<sup>th</sup> August 20**

Minutes approved in advance by VP, LH and KG.

### **3.Matters Arising from previous meeting 18<sup>th</sup> August 20**

None

### **4.Management Committee and AGM**

AGM had taken place successfully with similar attendance to 2019.

#### **Committee Positions and FBA Meetings**

VP and LH had retired from Chair and Vice-Chair positions.

VP had retired from committee, JL had joined.

The Chair email is no longer monitored, VP set up an automatic reply suggesting re-contacting admin@ email and also diverts the incoming emails to admin@. Relevant emails to be shared with the management committee.

Decision made that until a new Chair is appointed FBA meetings are to be chaired on a rota basis by members of the management committee. This would be a two meeting block of one Management committee and one bi-monthly open meeting, with relevant reports collated by admin in advance and shared with all committee members. The rota to be decided in advance, LH volunteered to chair the first block, October Management Committee and November bi-monthly. December meeting and 2021 meeting rota - to be decided once meeting schedule confirmed. JL is happy to be on rota. Press enquiries come via FBA website and chair email, will be shared and discussed where time permits (press like swift answers), JS happy to reply to press enquiries.

FBA email – due to issues around Microsoft Outlook outitgoes Webmail both JS and LH prefer alternative email used when urgent replies required. JS suggested looking at making an improvement to FBA email – changing to Gmail or a central redirection of FBA email addresses are possibilities, it was decided to wait and see if FBA grant application had been successful before deciding.

2021 FBA Meeting Schedule - To be sorted before November meeting to allow rota to be set. Those present happy to continue with Tuesday 1.30pm for committee meetings and Wednesday 6.00pm for bi-monthly. JS asked if admin had access to a calendar facility that would send reminders about the meetings and any changes and receive acceptances and apologies. KS could be asked to give training if required.

**ACTION: JW to check calendar facility. NB: Since the meeting JW has checked this - while Outlook version does have calendar facility it is not currently accessible as the piggy-back solution to admin email issues does not have this facility. This should be resolved once new Microsoft package and Gmail organised.**

**ACTION: JW to contact KG, KS and RD to check days of the week and times suitable for them.**

**ACTION: JW to draw up a potential 2021 meeting schedule for management committee to approve.**

**ACTION: At November meeting Chair rota to be agreed and December Chair appointed.**

**ACTION: JW to use Calendar once available.**

## **5. Membership and Finance**

**Membership** – 51 businesses have renewed as at 13/10, very similar to numbers last year at same date. One further member has confirmed they wish to renew. All those renewing were thanked by FBA, 5 paid £60 before the discount deadline and refunds are being progressed. 7 confirmed leavers, 1 closed earlier in membership year, 1 business recently closed, 1 has a new career, 1 is selling their business, 3 have decided not to renew at the moment of which 1 gave the reason of FBA being unable to hold networking events currently but open to re-joining. All leavers thanked by FBA. Positive feedback about FBA from a number of members including leavers - one is still happy to volunteer for FBA.

Action from August - one of the 3 potential members has joined, JW had followed up one of the others, and feels that these approaches should now be included in the membership drive.

Rest of renewals – there are 16 not yet renewed. List made available in the meeting. Final reminders will go out next week. The deadline is 1<sup>st</sup> November, after which time those not renewing will be thanked and removed from the website and newsletter database. Former members can of course re-join at a later date.

**ACTION: LH to approach one of those not yet renewed.**

**ACTION: JW to progress end of renewal process.**

JW confirmed that FBA had today received an ESC business association grant to progress a membership drive. Also confirmed FBA had been successful in a second grant for updated hardware and software that would assist with this. JS commented that the committee needs to make a start on this and to allocate tasks from the grant application.

**ACTION: JW to distribute copies of the grant tasks to committee for discussion.**

JL asked what FBA had done in the past to encourage membership which had largely been personal visits backed up with an A6 postcard which highlights what we normally offer. The planned marketing pack would extend the information and be available both in hard copy and digitally.

**ACTION: LH to deliver some A6 postcards to JL.**

### **Finance** –

Community Account – £5796.39

Saver Account – £9621.85

Total - £15418.24 as at 13/10/20

Includes ring fenced amounts - £320 HOD, £2790.01 Digital Grant, £500 for small events, £2229.00

ESC business association grants, ECB funding gazebo, and money towards events such as SF21.

September community account start balance £3566.28, End September carried forward £3642.53

Income in for September £1554.25 (membership fees), Money out £1478.00 (£549 digital grant expenditure, £733.20 insurance, £76.50 Suffolk DMO membership, £20 lottery license, £36 email changes, £15 membership overpayment refund, £48 AGM).

**ESC Grant for hardware and software updates** - £699 total to cover laptop, software and installation.

The software upgrade Office 365 can be purchased outright or on license which would include updates. It was decided it would be better to have the license to ensure software fully supported and updated.

**ACTION: JL will contact her new IT person regarding advice on sourcing hardware, software and installation before any purchases.**

Digital Grant – Expenditure has been ongoing and monitored by VP and JW, committee discussed what plans may remain for the grant period as a final report will need to be given to ESC at some point. Social media is an integral part of the grant.

**ACTION: JW to request VP and KS give an interim report on what has been achieved so far and future plans and costs.**

## **6. Business Topics**

FBA Business Updates - FBA continues to update members on other member news and offer, signposting to advice and help from other organisation/Councils/Government etc.

The FBA news on the website is at least partly out of date, including things that have changed such as closures and services. The work to update is considerable and subject to constant change, it was decided to remove the information from the News, to be revisited if things change. The link to the FBA news page is still on the framlingham.com website as a place for people to get up to date info on local businesses with the proviso that people also check with the businesses, the link information is also a bit out of date.

**ACTION: JW to contact KS about removing the out of date information from FBA website News.**

**ACTION: JW to inform FTC of the news removal action and highlight the link needs a refresh.**

CCTV To note that FTC has included information on CCTV in their latest newsletter, see:

<https://mailchi.mp/5d5e2b0f4f0b/framlingham-news-5074286>

Framlingham Town Council has agreed in principle to install CCTV in the Market Hill area and immediate vicinity. They have given specification detail and tendering information in the FTC October newsletter.

Christmas Trees in Fram 2020 – FTC has confirmed there will be a main tree for Market Hill. JW is awaiting confirmation of the installation date to inform the date for small trees to go up. JW has prepared a letter for tree holders reminding of responsibilities and installation dates. JW will distribute 3 replacement trees for wind damage last year, and has a store of replacement lights if required. Trees requiring replacement for other reasons are to be charged, FBA has a small surplus supply. No more store of fillers, wall plates and brackets etc.

**ACTION: JW to inform small tree holders by email and letter ASAP.**

Shop Local Stay Safe – Now launched by East Suffolk council, FBA members informed about launch, resource pack and that the campaign is ongoing and can still be contributed to. Needs to be shared by Social Media person.

Parking Charges – Charging not yet started, updates on - <https://framlingham.com/new-parking-meters/>

## **7.A.O.B.**

FBA Insurance – To confirm this is in place for small events, meetings and HOD.

East Suffolk BA Handbook – JS confirmed she has a copy, there will be a soft launch 9<sup>th</sup> November, followed by a survey and input on the East Suffolk Means business website.

ESBC - JS confirmed progress. LH commented this is good news as FBA survey had highlighted our members would like more opportunities to engage with the wider business community. JL commented the former umbrella Suffolk Coast Business breakfast networking had been well attended and useful. JS commented that as all local business associations had current issues filling chair positions perhaps ESBC assist.

### FBA Emails

After consultation VP had requested the removal of 8 FBA email addresses, many unused. This leaves emails for Chair, vice-chair, admin, LH, JS. Issues remain – see 4. FBA have been advised that an IT company would be best way forward to transfer and back up old emails and do the set up on computers. FBA is awaiting grant decision before progressing.

### East Suffolk BA Handbook

No news yet, has been followed up by JS.

### FBA Social Media

This is an integral part of the digital grant, and also of FBA work to promote its members. VP has been the person involved in this important aspect of FBA work.

**ACTION: JW to request clarification of FBA social media plans, cost options and passwords moving forward.**

### Fram Free Wi Fi

EC raised the future of this initiative at the September bi-monthly meeting. VP has been the link on this project working with and in contact with FTC and ES Council.

**ACTION: JW to request an update from VP to confirm current thoughts about the future of this initiative.**

### Nick Corke Plans

To confirm that FBA had been sent a new document around the proposed plans, shared with the committee. JL requested some background information, this was discussed. JW had attended a meeting about the inter-generational housing aspect.

**ACTION: JW to send JL a copy of Nick Corke PowerPoint**

### Southwold Town Development Manager

FBA had been asked by the Southwold Town Council Town Development Manager for information on how FBA operates and engages with members, as they plan to set up a Business Partnership. A statement from the FBA Management Committee had been sent and received with thanks.

### **8.Dates of next meetings**

Management Committee Meeting 15<sup>th</sup> December - 1.30pm by Zoom.

November 25<sup>th</sup> Bi-Monthly meeting – 6.00pm by Zoom

JL thanked LH for chairing the committee meeting, JS was thanked for organising Zoom.

**Meeting concluded at 3.35pm**