

DRAFT MINUTES for MANAGEMENT COMMITTEE MEETING

1.30pm Wednesday 24th February 2021 – Zoom Meeting. Meeting start delayed to 1.50pm.

Present

Lisa Hamon, FBA Management Committee – LA Global Management

Jenny Stockman, FBA Management Committee – Framlingham Technology Centre

Mick Hutton, FBA Member – Michael J Hutton-Guitar Coach Suffolk

Jacqueline, FBA Secretary and Association Co-ordinator

MH volunteered in advance to be meeting Chair, and shared meeting documents on his screen.

1.Apologies

Jenny Labbett, FBA Management Committee – Renaissance Training

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

2.Minutes of previous meeting 15th December 20

Minutes approved in advance by JL and KS, minutes on the FBA website and members informed.

3.Matters Arising from previous meeting 15th December 20

Agenda item 5. Finance - JW to sort new laptop, software and installation.

ACTION: JW to progress.

4.Management Committee and Events

Committee and meeting Chairs

MH is the meeting Chair for February and March 2021.

MH commented the April and May FBA meetings will require a chair.

ACTION: FBA committee members to consider when available to chair.

Chair and Vice Chair Information on website

VP and LH had requested their information be amended on the FBA website. KS has now amended the Constitution Section 13, the black information strip that runs through the bottom of all website pages, and the Committee Member page. The Committee Member page has also been updated with LH as Treasurer.

ACTION: Meeting confirmed the changes.

JW also noted there was information on the Events page that was out of date for Sausage Festival 2021, information on all past events was fine. The information on the About FBA section also needs some updating in relation to events, while still reflecting FBA involvement with small events, and support for local events including Christmas.

ACTION: JW to draft words on the SFest under Events and the About pages

Heritage Open Day 2021

ACTION: To review in March as agreed

Christmas Lights

Eileen Coe had informed FBA that Bill Bulstrode was going to return the FBA Christmas main tree lights to FBA storage, rather than be checked and put into FTC storage as previously believed - where it had been hoped they would be separately labelled as FBA property along with the FBA baubles. It was noted the retailers grant application had included the need to replace the main tree lights (see 5.Finance).

MH commented that subject to size of the lights he may have suitable flight case storage that would be protective. If this is not a suitable option MH may have sufficient space at his storage which is some distance from Fram, depending on the size of the lights. Another option could be to contact FTC about labelled lights storage with them.

ACTION: JW to ask BB if lights working.

ACTION: Check storage, size and condition of the lights on return and decide on possible alternative storage.

Still need to have new wall plates and tree brackets made for 2021 onwards, KG has offered to look at once JW delivers

ACTION: JW deliver once lockdown eases.

5. Membership and Finance

Membership –

FBA have 57 business members, one more may yet renew. A few did not claim 25% discount and were contacted and refunded. The last few have been reminded - one has claimed the £15, one has said keep the money, one hasn't replied.

ACTION: JW to keep a note on the one non-claimer left.

Membership Transfer –

To confirm the new owner of Simpsons Sweets can take over the FBA membership for the rest of the year. The new owner had made contact with FBA already.

ACTION: Agreed. JW to inform both the previous and new owners, set up on the database, and welcome on the newsletter.

Membership Drive –

It had been agreed to take a cautious approach to this due to pandemic.

JW has made some research progress on the contact list. LH commented this must be noted separately as grant expenditure.

ACTION: JW to invoice separately

KS was unable to attend at the last minute, so unable to update on and Marketing pack progress.

ACTION: KS to update at the next meeting.

Social Media –

MH commented that KS had been a very good source of information on using social media for his business. MH had been using Suffolk Business Stars which has specific actions on different days of the week and encourages engagement within the structure, it is a private group offering local support and sharing skills and advice. FBA had been looking at social media to promote and network FBA members, after MH comments on the value of a supportive private group consideration could be given to 2 types of social media activity to benefit members. JS commented on the value of a social media structure that encouraged engagement. It was agreed to hold a committee meeting to discuss the Fram Wi-Fi initiative, social media, and available budget and grant - with KS a key expert attendee.

It was noted again that LH had supplied a FBA finance spreadsheet to inform decisions on FBA plans, including grants and social media.

ACTION: JW to arrange a separate committee meeting asap.

JW reported that VP suggested she be taken off as the person uploading the FBA Facebook content, post a new appointee as this would retain 2 of the committee having access – the other being JS.

ACTION: Discuss who should be the second Facebook person at the next meeting/by email and inform VP.

FBA Website – It was agreed at the December FBA meeting to progress the Offers and News page.

ACTION: KS to update on progress on the improvements

Finance –

Community Account – £2641.67

Saver Account – £9621.85

Total - £12263.52 as at 24/02/21

Includes ring fenced amounts - £320 HOD, £1206.63 Digital Grant, £500 for small events, £2229.20 ESC grants membership and laptop, gazebo, and money towards external events such as The Great Framlingham Sausage Festival 2021.

January In – Total In £0.00

January Out - £465.05 Digital Grant expenditure, £96.00 FBA email annual hosting fee admin £195.50, Total Out £756.55

LH has made an FBA finance spreadsheet for 2021, to help inform decisions on FBA activities, plans, and grants.

Digital Grant –

VP has completed the grant monitoring, will be reviewed before sending off to ESC. LH as treasure agreed to be the form signatory. There had been an adjustment of £5 on the amount noted in the previous FBA meeting due to late invoicing by the ad provider, and another of £1 from invoices noted. A further adjustment of £12 was to be made due the incorrect recording of a past Facebook ad. The adjustments produce a new figure of £1213.63.

Now awaiting ESC lead on any repayment or redeployment of remaining grant, may be used in Fram in relation to the Wi Fi.

ACTION: JW to send LH and the rest of the committee the grant paperwork to review.

ACTION: JW to confirm form return address, arrange signature and postage to return to Morag at ESC.

Grant Application to FBA-

FBA received a grant application on 26/0/21 from the Framlingham Retailers Group, which was forwarded to the committee. The application was for a portion of an estimated £10K project to include new lights for the main tree, other funding was being sought although there were no details.

The application form was thoroughly reviewed. There was a query about the existing FBA main tree lights (Item4). On considering the application form there were some concerns and insufficient detail against the criteria to make a positive decision and the grant application was declined. The retailers group would be informed of the decision with the option to reapply if more information given and concerns addressed, a second application would be given fair consideration.

ACTION: A reply would be initially drafted by JS and circulated to the committee for approval before sending to the retailer group contact Karen Haynes.

6. Business Topics

Free Fram Wi Fi – ESC Meeting with FBA and FTC 15/02/21

The ESC meeting was attended by JS, KS, LH and JW from FBA and discussed Free Fram Wi Fi, Smart Towns and People and Places. Report to follow.

ESC to ensure FBA to now receive the Geo-Sense Monthly Reports, Committee have now received the January Headline Report via ESC.

Subsequent to the ESC meeting JW had been informed FBA was already set up to receive the stats to the Chair email – which should be automatically forwarded to the admin email. JW noted this hasn't happened and that it may be a server issue.

ACTION: JW to contact FBA email manager, ESC, and Elephant Wi-Fi to sort issue.

JS commented FBA need a log-in to the Geo-Sense, to get access to more than the Headline Report. This would allow more depth in analysis as explained at the FBA meeting 9th March 2020.

ACTION: Ask KS at the planned FBA Wi-Fi/social media meeting if he required a login to allow access and analysis of the data.

Parking in Framlingham

Business Employee parking - FTC had requested FBA ask members about any available land for employee parking, this has been done through the newsletter.

Car Park Charging - Charging not yet started, updates on - <https://framlingham.com/new-parking-meters/>

7.A.O.B.

FBA Email addresses – Deferred to future meeting.

ACTION: Agenda item.

Nick Corke Plans – Not heard back.

Fram College – JS has supported the Head of Careers and FBA publicised the request for local business involvement on mentoring, work experience etc.

FBA Management Committee Meetings – Currently a number of the committee are finding the 1.30pm meetings difficult due to workloads.

ACTION: It was agreed to pilot the next management committee meeting at 6pm or 7pm. JW to ask RD about times.

FTC Covid Response Team – JW reported from the weekly meetings attended by FBA. The team has formally thanked the Framlingham Co-op for all their efforts during the pandemic, and will look to formally thank other key businesses in the town at a future date.

Lateral Flow Testing – This has commenced in Framlingham from 22/03. FBA has informed members in the newsletter ahead of wider promotion. The test centre is at Fram Fire Station, open set hours on weekdays only, tests are bookable and can be used by community and employees for asymptomatic Covid testing.

FBA Gazebo – After being lent out in relation to Sausage Festival events, the gazebo is now being returned to storage by JS.

8.Dates of next meetings

Next Main bi-monthly FBA meeting on - 17th March 2021 (6.00pm) on Zoom, Chair MH.

Next Management meeting on - 14th April 2021 (6.00 or 7.00pm) on Zoom.

MH closed the meeting at 3.15 pm

MH was thanked for chairing the committee meeting.