

## **DRAFT MINUTES for MANAGEMENT COMMITTEE MEETING June 2021**

7.00pm Wednesday 16<sup>th</sup> June 2021 – Meeting on Zoom.

### **Present**

Jenny Labbett, FBA Management Committee (Meeting Chair) – Renaissance Training

Lisa Hamon, FBA Management Committee – LA Global Management

Jenny Stockman, FBA Management Committee – Framlingham Technology Centre/ ESBC

Jacqueline, FBA Secretary and Association Co-ordinator

### **1.Apologies**

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

Keith Snowdon, FBA Management Committee – Keith Snowdon Web Design

### **2.Minutes of previous meeting 14<sup>th</sup> April 2021**

Approval of April minutes already confirmed at 19<sup>th</sup> May FBA Bi-monthly meeting. All recent FBA minutes are on the website.

### **3.Matters Arising from previous meeting 14<sup>th</sup> April 2021**

4. FBA storage tidy, storage and disposal of Christmas lights, find baubles and star topper, and sort new wall plate and tree brackets.

JS commented that she had recently returned the gazebo to FBA storage and that everything was neat and covered.

**ACTION: JW to check about storage with KG and progress about the baubles/star/wall plate and tree brackets.**

### **4.Management Committee and Events**

Face to Face meetings – It was agreed that as Covid restrictions were to continue until after the July 14<sup>th</sup> FBA Bi-monthly meeting FBA would continue with zoom meetings until the September bi-monthly meeting and AGM.

**ACTION: JW to ask The Crown if they could accommodate the November 17<sup>th</sup> bi-monthly meeting.**

It was agreed to make the August 18<sup>th</sup> management committee a social at 7pm. FBA constitution does not require meetings in August and December. An FBA member would be chosen as the venue, need to check booking requirements and attendee numbers. There was agreement to include RD and MH in the invitation.

**ACTION: Arrange and book as necessary**

Social Media - VP as at 26/05/21 has taken herself off as link for FBA Facebook and LinkedIn pages, Jenny S remains the admin on both. VP sent a reminder of the twitter and Instagram passwords and usernames.

Committee Resignation RD has stepped down as she has a new job, she will inform FBA of the new contact at Gotelee. A thank you has been sent to RD who said *“Thank you so much...Please send my thanks to everyone on the management committee for the gift and send my best regards. I have so enjoyed being part of such a great team.*

FBA website – The meeting minutes, Covid and Events amendments have been actioned by KS.

FBA Constitution – Action point from April FBA meeting

The FBA Constitution has been reviewed in relation to events and Christmas, and to FBA activity and support:

*2.5 To support both financially and by other means, charitable organisations and their work within the Framlingham community*

FBA have the grant form for financial support, and have helped organise events that have given local organisations opportunities to earn money. It was agreed in principle that the wording should be amended to say...charitable and other constituted organisations...

**ACTION: To agree the amendment at the September AGM.**

*2.6 To promote, improve, replace and maintain the Christmas trees and decorations of the Town yearly.*

FBA sourced and organised the small artificial trees and encourage their use annually, FBA has a small store of spare trees. In the future these trees may need to be replaced at a charged fee. A main tree isn't specified. FBA has a store of flagpoles and bunting which have been used or lent out for events, the flags/poles and bunting currently on show in town appear to have been organised by others and FBA flagpoles were not requested.

*2.3 To develop trading opportunities for members by promoting and supporting measures calculated to benefit the business interests of the community of Framlingham.*

*2.4 To secure advantages for the business community, as a group, that cannot be achieved by individuals in isolation.*

*2.7 To promote and provide facilities and opportunities for social activities for its members so as to foster a spirit of good fellowship amongst them.*

FBA meetings, networking, newsletters, and signposting to wider networking/information/ events and advice do meet the opportunities and advantages criteria and the social activities. As does FBA collaborating or supporting other organisations - including Fram Town Council on sharing business information during Covid 19 and on local initiatives such CCTV and parking, and on ESC initiatives such as Cycle Tours and Shop Local Shop Safe, Wi Fi, People and Places and East Suffolk Business Connected.

Review concluded.

Small Events – Planned events have been on hold due to the pandemic (HOD22, BBQ, Pizza, Wine/Cheese, Wellbeing). It was agreed that FBA needs more committee members to progress this post pandemic.

**ACTION: Ongoing agenda item to review in coming weeks**

FBA and Christmas 2021 Event – Action point from the May main FBA meeting

FTC are keen to have a Christmas event with everyone involved, welcoming ideas from FBA. FTC had noted there may be collaboration with a planned Fram Castle event.

After discussion it was agreed an event involving all local organisations working together would be good but that FBA don't have the current capacity to organise a Christmas event – FBA may be able to run an event stand such as a young person e-sports event linked to the Wi Fi, a cake stall or perhaps a raffle. Other ideas could be run by other groups such as the Sports Club, for example a charity run of laps around the castle. There would need to be information sharing to avoid replication of grant applications, or more than one raffle. Insurance, leadership, manpower, licenses and road closures would have to be considered.

**ACTION: LH to speak to FAYAP about if they might be doing anything.**

**ACTION: Get back to FTC on FBA thoughts and to ask what their thoughts are.**

National Events 2022 – Queens Platinum Jubilee, Birmingham Commonwealth Games, Festival of Britain

Queens Platinum Jubilee (QPJ22) – national 4 day Bank Holiday Thursday June 2<sup>nd</sup> to Sunday 5<sup>th</sup> June 2022, with jubilee beacons lit across the country (Fram one of 4 designated sites in Suffolk, at Fram Castle) plus 4 national bonfires.

Thurs 2<sup>nd</sup> – Trooping the Colour, 1pm town criers, beacons to be lit at 9.09pm.

Fri 3<sup>rd</sup> – A Service of Thanksgiving held at St Pauls Cathedral.

Sat 4<sup>th</sup> - Epsom Race Day, Buckingham Palace Broadcast, BBC Platinum Party at the Palace.

Sun 5<sup>th</sup> – Big Jubilee Lunch, people invited to sit and share lunch and fun together, street parties. A 5000 strong Platinum Jubilee Pageant in London including street art, theatre, music, theatre, circus,

carnival and costume to celebrate service of people and communities across the country. More details to follow.

Suffolk Festival 2022 - Suffolk County Council considering a county wide festival to fit with the national events and to showcase the county, help communities recover and a legacy project. Early stages of discussion, may include Newmarket Racing event, seafront activities and a business and entrepreneurs expo and "looking to focus the festival on culture and tourism, on opportunities for young people, aspiration jobs and skills, on enterprise, restoring and recovery growth for the world class businesses we have here, for bringing communities back together and improving numbers of volunteers, for the environment based on the UN sustainability targets to make sure that our environment is sustainable and remains as beautiful as we all know it to be".

**ACTION: Keep an eye on as more information available, local events would be nice.**

## **5. Membership and Finance**

### **Membership –**

#### **Membership –**

57 businesses are members. The member who had an issue about renewal will be approached at the next renewal.

**ACTION: JW to note this.**

Membership fee for 21/22 membership year was discussed. For 20/21 membership year the continued loyalty of members and the effect of lockdowns on businesses led to a 25% discount being offered. It was agreed a similar offer for September should be considered, FBA needs to ensure there are the financial resources for expenses such as insurance and for any events.

**ACTION: JW to collate some figures and the final decision on 21/22 fee to be taken at the July meeting.**

#### **Membership Drive –**

JL reported her attendance at the Wickham Market Partnership AGM as a member and in relation to FBA plans to grow membership in the 'and district'. She has been invited back (with an FBA hat) to their meeting on June 21<sup>st</sup> to explore thoughts on business associations. JL is hoping to find out what people think about joining a BA which could lead to FBA membership.

JS explained that Wickham Market Partnership had been invited to join FBA about 2015/16 but although supported by the district council this hadn't happened as Wickham Market developed their town market and Italian market events. FBA had not pursued as capacity to run any events for their town wasn't there.

JL wanted a clear brief from FBA about the meeting she is to attend, what FBA would like to see and what the Wickham Market Partnership might want. It was agreed that JL and JW might be involved in finding out what Wickham Market businesses could want from a BA, and making it clear they are welcome at FBA.

**ACTION: JL to feedback from the Wickham Market meeting.**

JL commented that FBA needs to look at the future for FBA, its focus and strategy. Ideas discussed included generating economic growth, a focus on Wi Fi benefits and a People and Places project which would need to be discussed and agreed. The project could be to reconnect the groups in the town, including the community, workforce and businesses. Businesses could connect and learn from each other though the wider networking possibilities of newly launched East Suffolk Business Connected (ESBC). Businesses could be linked together to benefit from the Sizewell C supply chain. LH suggested we have a one page strategy document for the FBA website with 3 or 4 key points for FBA members, this would also fit with the membership drive and encouraging new members. It was agreed that members want to increase their networking opportunities and their business income.

JS suggested a review of the FBA Marketing Plan which includes a mission statement.

**ACTION: It was agreed that the committee would all review individually and each have a go at writing a strategy document/mission statement for discussion at the next meeting**

**ACTION: JS to forward the FBA Marketing Plan to those present.**

**ACTION: JW to forward to the rest of the committee and ask for their thoughts.**

#### **Finance –**

Community Account – £1550.17

Saver Account – £9625.95

Total - £11176.12 as at 07/06/21

Includes ring fenced amounts - £320 HOD, £1213.63 Digital Grant, £500 for small events, £2229.20 ESC grants membership and laptop, gazebo, and money towards grant applications to FBA.

May Finances:

May In – Total In £0.00

May Out - £437.75 admin x 2 months Total Out £437.75

#### **6. Business Topics**

##### **FBA Marketing, Free Fram Wi Fi Information**

Geo Stats – Admin now set up to receive the monthly reports again from 26/05 and has published the missing April stats in the newsletter. JW has informed MM at ESC.

##### **Social Media and Wi-Fi marketing plans –**

There will be a catch up meeting between ESC, FTC, and FBA on 6<sup>th</sup> July re Wi-Fi, left over grant money and People and Places £10K funding possibilities. The conversation will include the Wi-Fi Marketing Plan by KS and about the Wi Fi Landing page. JS and LH have a problem with the July 6<sup>th</sup> date.

JW also suggested FBA ask at this meeting if the area has a new Economic Development Officer now Sonia Lambert had left.

**ACTION: JS to inform MM at ESC the date isn't suitable and request an alternative.**

##### **FTC**

Thanks have gone to Penny Wraight as FBA rep at FTC, and to all the Covid Response team for all their work. FBA have received acknowledgement and thanks from both Penny and from Alan Davidson on behalf of the team..

Penny thanked the committee for sending her good wishes and that it was an absolute pleasure to work with FBA. She also said she would be happy to help FBA again in the future.

FBA newsletter has publicised the CCTV update. FBA not received wording from FTC on available council positions as yet but has adopted some wording for the next newsletter.

Landing page – FTC have informed FBA that Morag at ESC wants to discuss this with FBA.

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

**Dan Poulter Walkabout request** – FBA had been asked about availability for a short walkabout with local MP Dr Dan Poulter. In the end this didn't take place but will probably happen in the future. Information had been requested on how local businesses had coped and how they were feeling as they emerge from the pandemic, a report had been sent and sent to Dan's assistant with content agreed by the committee.

**FBA Grants** – JW had updated Jo Chapman at ESC about current progress, this had been accepted and will be followed up later.

**IT** – JL, LH and JW had attended a zoom meeting with the potential IT company on 3<sup>rd</sup> June, more information and a new quote since received. JW provided the committee with a meeting report and asked the provider a couple of supplementary questions. The IT company have been recommended by JL and others and is very professional, FBA would be happy to inform members of the IT company details on request.

The quote was discussed and cost implications reviewed, and the grant application was also reconsidered - the grant is £699 for a new laptop and software. The IT quote would be £54 per month, a comparative quote from an alternative company had not been received by FBA. The committee agreed the grant can only be for software and hardware – Microsoft 365, a laptop and back up facilities. After discussion it was agreed FBA needs were simple enough to manage without IT support at the moment. The FBA laptop would have a single user, there would need for anti-virus, LH suggested Norton at £25 pa, plus an external storage (a plug-in hard drive or USB depending on storage size required). Back up facility would be vital and to be purchased with the laptop. The software should be just the personal version paid for on an ongoing basis to ensure it would be kept updated, cost £59.99 pa. JS commented that PC World would sell a laptop with operating system and perhaps set up with 365 if required.

**ACTION: JW to inform IT provider the quote won't be pursued but that FBA would be happy to inform members of their company details on request. JW and JL are to collaborate on the wording.**

**ACTION: JW to find out storage of current desktop.**

**ACTION: JW and LH to arrange a visit to PC World to purchase the laptop, back up and installation with the FBA card.**

**ACTION: JW to ask Robert Chittock to transfer the email to the new laptop.**

**ACTION: JL to assist JW on data transfer of files.**

The Suffolk Coast DMO – can publicise FBA events rather than individual FBA member events. Will send in information as appropriate, on town events etc. where FBA has full details.

FBA Planters – The summer update has been requested and Hannah Barton of Simpsons Sweets has kindly agreed to keep watered. Some of the retailers were hoping to do some planting in the lime tree round beds, this is currently on hold pending a grant application by FTC. It seems likely there will be some volunteers available, including from FBA.

FBA can't comment on other initiatives in the town for which we have no information.

**ACTION: To highlight the FTC and FBA tubs looking lovely and thanks to the FTC volunteer and Hannah for watering and to Garnett's Gardens for the update.**

Insurance – due end September, it was agreed to review last year's policy and cost. It was agreed that it wouldn't be possible to include events that may not end up being organised or take place under the FBA umbrella (additional insurance could be sought as appropriate).

**ACTION: JW to inform committee of what we may need to insure for next year, once all agreed to ask for a quote.**

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

Next main bi-monthly FBA meeting 14<sup>th</sup> July 2021 (6.00pm) on Zoom

Next Management Committee meeting 18<sup>th</sup> August 2021 (7.00pm) – Social Evening

### **JL closed the meeting at 8.25pm**

JL was thanked for chairing the committee meeting, and JS was thanked for organising the zoom.