

# Framlingham Business Association

## **AGM: Wednesday 22<sup>nd</sup> September – Draft Minutes**

### **Present (on Zoom):**

Jenny Labbett (FBA Management Committee) – Renaissance Training/Jenny Labbett Computer Services

Jenny Stockman (FBA Management Committee) – Framlingham Technology Centre, East Suffolk Business Connected

Lisa Hamon (FBA Management Committee) – LA Global Management

Cllr John Jones – Framlingham Town Council, Development and Strategis Planning Chair, FBA Rep.

Jacqueline – FBA Secretary and Association Co-ordinator

### **Apologies:**

Mick Hutton (FBA Member) – Guitar Coach Suffolk

Kelvin Gibbs (FBA Committee – Charnwood Milling Company Ltd/Micronizing Company (Uk) Ltd

Keith Snowdon (FBA Management Committee) – Keith Snowdon Web Design Ltd

## **Meeting Chaired by Jenny Labbett, Meeting Commenced at 6.00pm**

Attendees were noted and apologies given, as above.

## **1. Review of the Year**

### **Annual Report 2020/2021**

#### **Current committee**

Lisa Hamon	Treasurer
Jenny Labbett	Committee member
Keith Snowdon	Committee member
Jenny Stockman	Committee member
Kelvin Gibbs	Committee member
Rachel Dawson	Committee member (resigned)
Jacqueline Ward	Association Co-ordinator and Admin Assistant

#### **Annual Report**

#### **Membership and personnel**

Currently the FBA has 57 members. Funding is in place to coordinate a membership

drive to increase membership and engagement. This was put on hold during Covid.

The committee currently run FBA jointly with committee members taking turns to chair meetings and sub-committees or special initiatives. The Association Coordinator and Admin Assistant, Jacqueline Ward takes responsibility for arranging meetings, preparing agendas and notes as well as taking minutes. Jacqueline is also responsible for collating information from outside sources as well as in the town in order to produce a regular newsletter.

Subs are now £60 annually and will remain at this amount for the next year.

### **Events**

Events and networking were all suspended due to Covid-19 lockdowns. The committee continue to meet via Zoom and worked with the Town Council and local businesses to support everyone, share information and post updates. A section was created on the FBA website which was regularly updated with information about which businesses were open or able to supply goods in lockdown friendly ways, Information about grants available was also kept up to date.

It is hoped to get back to some kind of networking again very soon.

Suffolk Coast Business CIC relaunched in 2021 with a delivery name of East Suffolk Business Connected (ESBC, or 'Connected' as it is being referred to). The organisation will now cover the coastal part of East Suffolk, including Waveney, and work closely with East Suffolk Council, Suffolk Chamber, Sizewell C Supply Chain and other groups to make sure the SMEs of East Suffolk have a voice and are well connected to each other and the wider business opportunities.

[www.ESBConnected.co.uk](http://www.ESBConnected.co.uk)

### **Marketing**

Having enjoyed the support of social media posting by Deep Space Marketing and the previous chair, the FBA have seen the benefit of engaging with businesses via this medium. A grant from ESC funded a digital project to directly build a powerful online presence for specific businesses in Framlingham to accompany the installation of Framlingham's free Wi Fi. In 2020/2021 it was planned to utilise the remainder of this grant to fund wider social media coverage and generate a marketing and project plan to build engagement with the FBA and understanding of the Wi Fi. This is progressing in partnership with Framlingham Town Council and East Suffolk Council.

### **Pro-active Business Association**

Regular newsletters are still delivered via Mail Chimp so members are kept up to date with what's happening.

[www.framlinghambusiness.co.uk](http://www.framlinghambusiness.co.uk)

Jenny Stockman gave an overview of the annual report. FBA had funding in place to grow the membership although work on this had been delayed by the pandemic. The committee is always keen to recruit for the committee and hope the membership growth will impact on this. The membership fee remains at £60, with a discount available for those renewing promptly, to reflect both member loyalty and in recognition of difficult times for local businesses. FBA does need to have income, currently there have not been opportunities to make event income. With networking suspended it is planned to run some small networking events in the coming months. The committee itself had in August social which had helped those attending to make and build good connections.

Jenny S, and Lisa Hamon, have been involved with East Suffolk Business Connected (ESBC), which is now launched. JS is standing down as ESBC chair, a new chair with good marketing skills will be in place. JL asked about the ESBC survey, JS explained that ESBC is working on a number of strategies including the Sizewell C Supply Chain and co-operative working. They are linking with partners including peer to peer support groups with New Anglia LEP. ESBC plan to work in a flexible way to suit everyone's hours and whether they are working from home or not. ESBC is working very hard behind the scenes.

The management committee is looking at a marketing plan to make the best business use of the Wi Fi, someone with time and expertise to produce a newsletter and social media is being sought and will meet the committee soon. FBA have some budget from the Wi Fi grant and are collaborating with Framlingham Town Council on an application for funding linked to the People and Places project. FBA had last night met members of Framlingham Town Council including Cllr John Jones to look at priorities for this. FBA is keen to give members up to date information through communication methods including newsletters, email and digital.

## **2.Consideration of FBA Accounts and current balances**

### **BALANCE SHEET 1<sup>st</sup> September 2020 to 31<sup>st</sup> August 2021**

#### **INCOME**

	£
TOTAL FOR YEAR	£5645.67
INTEREST ON SAVINGS	£ 4.10
<b>TOTAL INCOME</b>	<b><u>£ 5649.77</u></b>

#### **EXPENDITURE**

	£
TOTAL FOR YEAR	£9058.22-
<b>TOTAL EXPENDITURE</b>	<b><u>£9058.22-</u></b>
<b>PROFIT/LOSS</b>	£3408.45-
ADD FUNDS FROM END 2019/20	£3566.28
BALANCE	£157.83

**REPRESENTED BY ACCOUNTS 31<sup>st</sup> AUGUST:**

COMMUNITY ACCOUNT	£1153.73
SAVINGS ACCOUNT	£8625.95
<b>TOTAL</b>	<b><u>£ 9779.68</u></b>

Submitted by Lisa Hamon, Treasurer  
September 2021

NB Ring fenced amounts are held within the FBA accounts.

LH gave an overview of the balance sheet, highlighting the balance of £9779.68 in both accounts. Currently income is mainly from membership and ESC grants and totalled £5649.77, with expenditure higher at £9058.22 resulting in a negative balance. The management committee needs to discuss further, looking at income from events and the membership drive.

It was noted the pandemic had prevented making any event income. It was also noted that about £2K grant expenditure during the year was from grant income given in the previous year and reflected in the previous year's balance rather than as a balance in this balance sheet. The pandemic had been a factor in this. Members had been offered a discount to reflect the difficult business landscape and which had reduced the membership income. The renewal process for 2021/22 had been started in September rather than in late August as in previous years, this had reduced the amount of membership income in the balance sheet.

LH asked if anyone had any questions, there were none .

### **3.Retirement and Election of Management Committee**

The management committee stood down, then all agreed to remain on the FBA Management Committee by a show of hands or in advance by email and were duly re-elected by a show of hands. The management committee for the 2021-22 membership

year are Jenny Stockman, Lisa Hamon, Kelvin Gibbs, Jenny Labbett, Keith Snowdon and Jacqueline Ward.

It was noted that Rachel Dawson had stepped down from the committee in June and had been thanked for her hard work and input to the committee with a card and small gift at that time.

FBA members had been asked by newsletter in advance if they wished to stand for committee. As at 22<sup>nd</sup> September no-one had put themselves forward, FBA members are very welcome to apply to join the committee during the membership year.

Consideration was given to directly approaching a valuable contributor to join the committee, this was agreed.

The Treasurer and Secretary were both willing to remain in their posts, this was agreed by a show of hands.

There were no candidates for the Chair and Vice Chair positions so it was agreed FBA would continue with a rota of meeting chairs and all work and decisions agreed by the whole committee. Jenny Labbett and Lisa Hamon indicated they are happy to chair meetings.

#### **4.Subscriptions**

It had been agreed by the management committee that the annual FBA membership fee would remain at £60 per annum. It had also been agreed that a 20% discount would be offered to members renewing early as a reflection of the difficult business landscape and of members loyalty.

#### **5. FBA Events**

FBA have been on hold due to the impact of the pandemic but the management committee continue to review plans for FBA small events and for collaborating on event partnerships.

#### **6. Any Other Business**

It had been agreed by the management committee in June to make a minor amendment to the Constitution and to formalise at the AGM:

This is to change 2.5 from:

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

To:

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

This was formally agreed by a show of hands.

**ACTION: JW to request KS update the FBA website**

JL asked if there were any more items of AOB, as there were none the meeting. The meeting Chair Jenny Labbett thanked everyone for attending and declared the AGM

closed at 6.30pm.

**7. September Bi-monthly FBA meeting**

Commenced at the close of the AGM, there are separate minutes.