

Framlingham Business Association

Wednesday 13th October 2021 Management Committee meeting – Draft Minutes

Present (on Zoom):

Lisa Hamon (FBA Management Committee) – LA Global Management

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

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

Jacqueline – FBA Secretary and Association Co-ordinator

Apologies:

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

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

Georgia Watson – Bloom Content

Meeting Chaired by Lisa Hamon, Meeting Commenced at 7.00pm

1.Attending and Apologies

Please see above.

2.Minutes from previous meeting dated 16th June 2021 for approval

The minute had been pre-approved by meeting chair MH and by LH and JL. They are already uploaded onto the FBA website

3.Matters Arising from previous meeting 16th June 2021

None.

4.Management Committee

Meetings – FBA members had not yet been consulted on their preferences for the format for FBA bi-monthly meetings - when to return to in person meetings and whether to have a speaker, networking, and refreshments before the main meeting. JL has agreed to chair the November bi-monthly meeting, The person the committee hoped to approach to go on the committee is not likely to be available now.

ACTION: JW to ask members in the next newsletter, member feedback to be discussed by the committee on email and finalised/booked

Venues were discussed. The Crown had kindly agreed to host meetings subject to availability.

ACTION: JW to email MH about availability of the Bowls Club opening.

The dates for 2022 were discussed. JW had prepared an initial schedule for discussion. It was agreed that Wednesdays were the preferred day of the week currently.

ACTION: JW to reschedule the dates and email the committee for final approval and book venue.

Events – FBA and FTC had recently discussed FBA representation on the FTC Events sub-committee. JW noted that James Overbury had asked to be updated on anything FBA for the Christmas event. JS had agreed to be the link, so far had been contacted to see if FBA were able to use Wi Fi and social media to promote the Christmas event but not for any meetings. JS confirmed she is happy to be the link but doesn't have the capacity to organise etc. FBA haven't been informed about the event format on Market Hill or Framlingham Castle so not in a position to know what would be suitable and not duplicate. JW commented that FBA need to know about when the small trees should go up in relation to the event It had also been suggested FTC and FBA have quarterly meetings

ACTION: JW to reply to JO

ACTION: JW to contact Cllr Hines about preferred date for small trees to go up

ACTION: Quarterly meetings to be an agenda item for November

Small Events – No real progress yet. Discussion on improving engagement first. Discussion on whether to make the events free to members but open to other businesses to aid networking, there would be a charge for non-members,

ACTION: JW to remind about the research on providers and venues

5. Membership and Finance Updates

Membership

Renewals – 40 so far, with a few more interested and just one not renewing as has relocated a long distance, one member would like to pay by card, KG happy to accept payment and transfer membership fee to FBA account.

ACTION: JW email member with KG contact details

A member moving slightly out of the geographical area for FBA, had asked if it is possible to remain a member and be on the website. It was agreed FBA could have an associate membership for this circumstance, and felt it is a testament to the website and membership benefits that members were interested in being involved and remaining members in these circumstances. Associate members could still be invited to go on the committee.

ACTION: JW to contact member concerned and ask for feedback on benefits of membership.

Membership Drive – It was agreed that membership feedback for the website would be valuable as part of the drive.

ACTION: JW to look at.

Finance

Community Account - £2708.84

Saver Account - £8625.95

Total - £11334.79

All as at 13 10 21

There are ring fenced amounts.

September In – £1236.00 Membership fees. Total £1236.00

September Out - £12 discount refund, £28 FBA planters (including VAT). Total £40

Insurance – The insurance broker had been informed that the insurance was on hold until FBA has events.

ACTION: Committee to look again at the extra insurance quote he had given, discuss at next meeting.

6. Business Topics

People and Places Project and Framlingham Wi Fi – FBA and FTC had a meeting in September to discuss ideas for a joint application for the People and Places funding to benefit the town and the businesses. Ideas included strategies to make Framlingham a friendly town for breast feeding, changing toilets etc. Also discussed were the Wi Fi, a digital town trail with several versions or 'stories', more events including occasional Sunday markets, and an events co-ordinator that could be contracted as needed to work with the events sub-committee and volunteers. Business networking is an idea. FTC is getting a quote for the digital trail.

Some of the elements are already researched, the changing toilets would receive external funding and could be housed at Fram Castle site. The Sunday markets would be on Market Hill which is owned by FTC and they can close it for events while bearing parking in mind.

Cllr Jones had produced a document from the joint FBA and FTC meeting and this will be used at a meeting on October 25th between ESC, FTC and FBA.

ACTION: JS and JW to attend meeting on 25th and report back.

Town centre Wi Fi. FBA looking into this. KS had contributed ideas and a marketing plan but as he is currently extremely busy JS had made an agreed approach to Georgia Watson of Bloom Content. JS had shared a proposal and quote with the management committee from Georgia. It was agreed the proposal was very professional and reasonably priced. The proposal would link the Wi Fi to a newsletter and social media, promote networking, and promote the proposed digital town trail. The proposal had options and additional elements, one option would require FBA to do regular research on content and photos. It was felt the option where Georgia would produce all content would be more efficient, FBA would introduce Georgia to everyone. JS happy to review proposal and refer back to the committee before forwarding to Cllr Jones for the People and Places application. JS also researching ESC funding streams with Morag McInnes.

ACTION: JS to review the proposal and forward to committee for approval to progress and to inform Cllr Jones.

LH thanked JS for all her hard work on the Wi Fi and People and Places proposals

7 A.O.B

FOSM Christmas Tree -It was agreed that FBA would take part in the FOSM tree festival at St Michaels Church as usual. JW to do the tree, and pay the invoice, usual cost is £15 plus a very small amount for decorations if required.

ACTION: JW to contact Steph Bennell to confirm and to pay.

John Grose site in Framlingham – Nick Cork had informed FBA of his ideas for the old John Grose site. These include the Hour Community offices and clubs, furniture project plus possible offices or

meeting rooms, a gym and park and ride for the town. It was agreed the town needs these elements at some point and look forward to hearing more details from anyone who has ideas.

FBA Planters – Garnett’s Gardens had made the planters look lovely for the spring and summer. Consideration given to an update for the autumn /winter. It was agreed to consolidate the watering and have an update in the Spring instead.

ACTION: Inform David Garnett and JW to ask for the update in Spring.

Condolence Card – To confirm that a card had been delivered to Bill Bulstrode.

Thank You gift - To be delivered to KG.

Sausage Festival – No event had been possible this year.

Liz Jones – Former FBA admin and FBA member Liz Jones sadly died late summer, the committee expressed much sadness about the news.

IT – The FBA laptop now set up and in use. There had been some issues, the committee offered support and offers of help. JW thanked all.

Christmas brackets and Wall plates – KG confirmed that work by his engineer to produce extra supply was progressing. KG was thanked.

8. Dates of next meetings

Bi-monthly meeting 17th November 2021. Time and venue tbc

Management Committee meeting 15th December, time and venue tbc at the November meeting

Meeting closed at 8.13pm. LH thanked everyone for attending.