

Framlingham Business Association

AGM: Wednesday 21st September 2022 – Draft Minutes

Present (at Framlingham Technology Centre):

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

Lisa Hamon (FBA Management Committee) – LA Global Management

Kelvin Gibbs (FBA Management Committee) – Charnwood Milling Company Ltd

Lily Benbow (Guest) – Noble Prawn Ltd

Terry Curran (Guest) – TJC Your Time

Steve Calver (Guest) – SR Epic Sound and Lighting

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

Eileen Coe – Framlingham Town Council, Town Clerk/RFO/DPS

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

Ruth Watson (FBA Member) – Watson and Walpole – Neighbourhood Italian

Lisa Handley (FBA Member) – Windmill Lodges

Mick Hutton (FBA Member) – Guitar Coach Suffolk

Colin Farrand (FBA Member) – Farrand & Co Chartered Accountants

Vivia Bamford – Framlingham Library

Meeting Chaired by Jenny Stockman and Lisa Hamon. Meeting Commenced at 5.30pm

Attendees were noted and apologies given, as above.

1. Review of the Year



Annual Report 2021/2022

Current committee

Lisa Hamon	Treasurer
Jenny Labbett	Committee member
Keith Snowdon	Committee member
Jenny Stockman	Committee member
Kelvin Gibbs	Committee member
Jacqueline Ward	Secretary

Annual Report

Membership and personnel

Currently the FBA has 48 members, with funding in place and work in progress for a membership drive to increase membership and engagement.

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

FBA have a professional person, Rachel Chesman, co-ordinating FBA social media, Rachel has also been responsible for co-ordinating the Framlingham Wi Fi e-newsletter that had been going out to over 1000 people during 2022.

FBA continues to produce a regular emailed newsletter for members, this posts member and local news, and signposts information from other organisations including for events, training and grants.

The current Membership Committee are very keen to grow the membership, to increase engagement. The Management Committee would also encourage more members to take part in the Management Committee, to share ideas, maximise opportunities, and move FBA forward in the post covid landscape with all the current challenges being faced by businesses.

Subs are now £50 annually and will remain at this amount for the next year.

Events

Events and networking were suspended due to Covid-19 lockdowns, with both bi-monthly and Management Committee meetings largely taking place on Zoom. Since March 2022 in person meetings have resumed for Bi-monthly and Management Committee meetings and we have enjoyed a number of speakers and new attendees at the meetings.

After more than two years of people not being able to easily meet FBA Networking has recently resumed at a central location and is sponsored by members Fairweather Law. As networking builds, it is hoped to organise some planned small events for members.

FBA took part in the Framlingham Town Council Platinum Jubilee event 'Party on the Pageant', helping raise money for the events two causes. FBA also ran a Platinum Jubilee Window competition which was judged on Suffolk Day by Radio Suffolk presenter Mark Murphy MBE. FBA was involved in the small Christmas trees, has being in conversation with Framlingham Town Council about future events, and been encouraging, advising on and sponsoring the 2022 Great Framlingham Sausage Festival.

Marketing

FBA have seen the benefit of engaging with businesses via social media and continue to work with East Suffolk Council and Framlingham Town Council on strategies that will economically benefit the town and area. The existence of FBA helped ensure Framlingham was the pilot town for the Free Wi Fi available in the central area and now rolled out across the main towns in Suffolk. FBA also gained funding to create and produce the Wi Fi e-newsletter, the rolling out of which will be run centrally by East Suffolk Council for all the towns and ensure they are linked for visitors to the area.

FBA revisited their Mission Statement during the membership year and have measured on a monthly basis the ambitious SMART targets set by the Management Committee.

Pro-active Business Association

Regular newsletters are delivered via Mail Chimp, keeping members up to date with what's happening locally, member news, and available funding, training, and strategies for local businesses.

www.framlinghambusiness.co.uk

JS highlighted FBA work had continued in the last membership year with a priority increase membership and engagement and to attract new committee members and a Chair for new ideas and energy.

FBA have always been successful at attracting grants and sponsorship to create a new website, fund events, the roundel to house flags and the main Christmas tree, to train an event manager, to promote the town through Heritage Open Day and the OVO Cycle Tour. Income from events has also allowed FBA work. FBA are now rebuilding business networking.

FBA continue to work with town and district council, JS pointed out that business associations are often freer than councils to look at projects, less bound by council rules and regulations. This had led to the successful Wi Fi pilot, the Wi Fi with its useful data moving forward and an FBA run Wi Fi e-newsletter. FBA the marketing of the town, with community and businesses working together, make the town work, marketable as a destination, to attract employees, to ensure local jobs.

LH thanked JS.

2.Consideration of FBA Accounts and current balances

BALANCE SHEET 1st September 2021 to 31st August 2022

INCOME

	£
TOTAL FOR YEAR	£5441.20
INTEREST ON SAVINGS	£0.93

TOTAL INCOME **£5442.13**

EXPENDITURE

	£
TOTAL FOR YEAR	£5240.80-

TOTAL EXPENDITURE **£5240.80-**

PROFIT/LOSS **£201.33**

Bank Account Movement

1st SEPTEMBER 2021

COMMUNITY ACCOUNT £ 1153.73

SAVINGS ACCOUNT £ 8625.95

TOTAL **£9779.68**

31st AUGUST 2022

COMMUNITY ACCOUNT £1354.13

SAVINGS ACCOUNT £7626.88

TOTAL **£ 8981.01**

Submitted by Lisa Hamon, Treasurer
September 2022

NB Ring fenced amounts are held within the FBA accounts.

LH gave an overview of the balance sheet, highlighting the income of £5442.13 largely from subscriptions and grants and the small profit of £201.33.

The bank account total started at £97779.68 and ended at £8981.01. The change in the Savings Account was the transfer of an amount to the current account to cover expenditures. The Balance spreadsheet showed the monthly breakdown of expenditure, available in the AGM meeting pack for attendees it is available to FBA members on request.

There is currently no FBA fundraising.

LH asked if there were any questions. One question was about whether it was thought more people would join if membership was free. FBA committee felt that this leads to less interaction and the subscription is needed to fund activity such as social media. It was hoped that interaction would increase from this and help grow the local economy. FBA would need strategies and voluntary efforts moving forward.

3.Retirement and Election of Management Committee

The Management Committee stood down. Kelvin Gibbs, Jenny Labbett, Keith Snowdon, and Jacqueline Ward agreed in person or absentia to remain on the FBA Management Committee. This was agreed by a show of hands. Both Steve Calver and Lily Benbow expressed interest in joining the Management Committee and this was agreed by a show of hands. There had been no other applications of nominations from FBA members.

The FBA Management Committee for the 2022-23 membership year are Kelvin Gibbs, Jenny Labbett, Keith Snowdon, Lily Benbow and Steve Calver and Jacqueline Ward, who look forward to working collaboratively together. Jenny Stockman conformed she is happy to remain around during the transition to a new committee.

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. JS commented and SC agreed that finding a new Chair was a priority. Steve Calver had to leave the meeting at this point.

4.Subscriptions

The management committee had discussed the annual £60 FBA membership fee and had also been agreed that a discounted rate to £50 would be offered to members as a reflection of the current business landscape and of members loyalty. This was formally approved at this AGM meeting and the renewal process would now take place.

ACTION: JW to send out renewal invoices

5. FBA Events

FBA continue to take part in the FOSM Christmas tree festival and encourage the small trees displayed around town. FBA also attended and fundraised at the FTC Platinum Jubilee event, and ran a Suffolk Day Platinum Jubilee window competition judged by BBC Radio Suffolk's Mark Murphy MBE. FBA created and ran The Great Framlingham Sausage Festival for 9 years and are sponsoring towards the 2022 event.

FBA networking has restarted post pandemic.

The Management Committee continue to review plans for FBA small events, Heritage Open Day and for collaborating on event partnerships.

6. Any Other Business

FBA have been asked if they will be taking part in this year's FOSM Christmas Tree Festival. This was agreed.

ACTION: JW to inform Steph Bennell

7. September Bi-monthly FBA meeting

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