

# Framlingham Business Association

**Wednesday 26<sup>th</sup> April 2023 6.00pm at Castle Community Rooms,  
Framlingham**

## **Present :**

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

Lily Benbow (FBA Management Committee) – Noble Prawn Ltd

Carl Ramsey-Bennett (FBA Member) – The Forgotten Works

Jacqueline – FBA Secretary and Association Co-ordinator

## **Apologies:**

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

Steve Calver (FBA Management Committee) – SR Epic Light and Sound

**Meeting commenced at 6.00pm**

**Meeting chair Lily Benbow**

## **1.Attending and Apologies**

Please see above, apologies accepted.

## **2.Minutes from previous meetings for approval**

March 2023 FBA bi-monthly minutes agreed by LB and JL.

**ACTION: JW to request minutes go on website**

## **3.Matters arising from previous meeting**

None.

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

### **FBA Committee**

The retirement card and gift for KG has been organised and signed in this meeting.

**ACTION: JW to arrange delivery via Charnwood Milling and arrange a newsletter thank you.**

### **Chair position**

The position was discussed, CB had asked to be considered for the role at the March bi-monthly. It had been agreed it was a good idea to consider but as the committee wasn't quorate at the meeting there had been no vote. CB acknowledged that he was still interested in the position and understood that a formal vote needed to take place.

It was noted that the standing down and voting for the election of committee and Chair positions was normally done at the FBA AGM meeting, looking at the constitution it was agreed that the process mid membership year needs to be reviewed to ensure that other can put themselves forward. It was agreed that members should be asked if they would like to put themselves forward currently for Chair or Vice position and to outline their reasons.

Ideally a constitution review would take place before the May 17<sup>th</sup> Bi-monthly meeting to allow an EGM to agree and carry out Chair vote (requires 14 days' notice). Consideration given to moving the meeting one week to allow for applications.

It was agreed a Chair and Vice Chair job description needs to be written, the Vice Chair would be a support to the Chair or be a job share:

### **Role of FBA Chair**

*Responsible for chairing the 6 Management Committee and 6 Bi-monthly meetings including the AGM.*

*Role guided by FBA constitution.*

*One year term, with annual election of position each AGM.*

*Excellent opportunity to support local businesses in the area.*

*Be the public face of FBA.*

*FBA information can be found at <https://www.framlinghambusiness.co.uk/>.*

*If you have any questions or need more information, please email*

[admin@framlinghambusiness.co.uk](mailto:admin@framlinghambusiness.co.uk)

*If you are interested please submit a short profile to [admin@framlinghambusiness.co.uk](mailto:admin@framlinghambusiness.co.uk)*

*Closing date – 2 weeks from today.*

*The Vice Chair role would be to support the Chair in their duties and substitute for them if unavailable for meetings.*

**ACTION: CB to write a short note of the reasons he would like to be considered for the Chair role.**

**ACTION: Committee members to review constitution in the next 2 weeks and discuss by email.**

**Any changes would mean an EGM would need to be called.**

**ACTION: JW to ask if anyone would like to be considered for the Chair position in the newsletter.**

**ACTION: JW to ask RC if CCR are available for 23 or 24 May for the May Bi-monthly meeting/EGM and find if KS and SC also available.**

**ACTION: Review committee member recruitment later.**

#### **Funding research discussion**

CB had been researching potential ESTI funding ideas and had presented a draft to FTC which had been published in error. CB outlined his research and ideas to FBA that could benefit the town; employment and housing for the young; FBA; a community group; and ensure CIL funding be allocated locally before the funding deadline. He had engaged with interested parties, and highlighted there are 2 CIL pots, local and district, with different deadlines.

It was decided that any funding applications involving FBA would be decided by committee, but that FBA focus currently is on benefitting members, growing membership and committee, and electing a Chair.

**ACTION: CB to keep FBA informed.**

**Management Committee meetings** – June 21, August 23, October 18, December 13. Booked CCR for October and December darker months.

**ACTION: JW check if The Station is booked for June and August**

**ACTION: CB to find out if FTC office available for meetings if there are ever any booking issues.**

**Networking**- June 14, July 12, August 16, September 13, October 11, November 15, December 6.

Unitarian booked. It was agreed to look at an 'on the road' event at Wickham Market, FBA would'nt be doing the catering but could buy everyone a coffee.

FBA had not received specific feedback about preferred networking times, dates, venues, also noting attendance is often subject to last minute work commitments.

Agreed to look at event costs of flag banner with heavy base, FBA graphic and bright blue and darker blue edge to align with FBA website colours.

It was agreed that JW can pay the Unitarian fixed costs each month, subject to any cost changes, the refreshments costs vary and will continue to be approved as required.

Publicity to be reviewed - Publicity via FBA website social media, newsletter, FTC news, Wickham Market Partnership, flyer drop, direct emails and personal invitations to be done by RC, JL, LB, JW and other committee members. (Personal on the road visits by JL and JW could encourage both membership and speaking at events).

**ACTION: JL to enquire with Suffolk Sense and café about availability of Wickham Market meeting.**

**ACTION: JW and committee members to ask people they know and newer members about speaking at networking June to December months. JW to ask in newsletter. And approach JS and new members.**

**ACTION: JS to give information on Allan Williams in newsletter both before and after event, JL to send relevant info as appropriate.**

**ACTION: JW to ask KS for the colour codes of the 2 blues used on the FBA website.**

**ACTION: JW to enquire about 'flag' banner costs.**

**ACTION: Networking Strategy and Publicity effectiveness to be reviewed at a later date.**

**Bi-Monthly** – May 17, July 19, Sept 20, Nov 22. May at CCR. July and November bookings awaiting confirmation. AGM booked at the Tech Centre.

**ACTION: JW confirm July and November bookings.**

**Other Events –**

Small events on hold.

Gala Fest – FBA are organising a Best Dressed Window competition with publicity, a judge has been appointed and a prize sourced from a local business.

**FBA Strategy for 2023**

Need to review and allocate actions and carry out monthly monitoring. Spreadsheet to be used.

**5. Business Matters**

Eileen Coe Retirement from Fram Town Council

Eileen sent FBA a thank you for her gift and card.

**6. FBA Website, Social Media and other Communications**

Social Media Strategy and Training - social media was discussed, RC had provided a report on how FBA social media has been working, stats have continued to grow. JW had looked at MENTA training on social media but not much seemed currently available, LB commented that more training is available to her directly, also commenting that she would make enquiries about any social media students needing work experience and who could create additional pieces of work for social media.

**ACTION: LB to discuss additional training opportunities with RC.**

**ACTION: LB to research social media students and report back.**

**ACTION: FBA to revisit holding session with Vivia on social media.**

**ACTION: Review strategy after research on above actions.**

RC and JW have made some direct individual approaches for member news which has been successful for both social media and newsletter.

Mailchimp Stats for FBA newsletter

March

Newsletter 243 27<sup>th</sup> March – 110 opens, 2 clicks on members news

Newsletter 244 30<sup>th</sup> March – 141 opens, 4 Clicks on member news

April

Newsletter 245 17<sup>th</sup> April – data to be updated.

**7. Membership**

As at 19/04/23 45 memberships, 2 more have applied, plus an application which required business location clarification, committee agreed it was an appropriate application and JW to progress.

Victoria from Framlingham Bookshop is retiring in May, FBA will approach the person taking over the business and offer remaining membership year to them.

**ACTION: Sign card for Victoria**

**ACTION: JW publicise new business owner details and approach them re continuing membership**

**ACTION: KS to add the prepared list of members who don't have a member page and create member pages for new members after they join and send in the information.**

**FBA Membership Drive and Marketing Pack –**

**ACTION: Review at next meeting**

**Group Membership Idea –**

**ACTION: Review at next meeting**

**8. Finance**

As at – 26/04/23:

Community a/c - £780.46

Saver a/c - £6637.04

Total - £7417.50

Total includes ring fenced amounts: £320.10 for HOD event, £319.74 for small events, ESC grants remaining £1573.63, gazebo.

Finances Community Account:

March In – £30 Membership. Total £30.00

March Out - £360 Social media Feb and March, Microsoft 365 renewal on credit card plus interest £61.68, Networking venue £15. Total £436.68

**ACTION: Finance spreadsheet to be done and given to committee and Treasurer**

Need to get back to ESC about all grants Inc X19, there may be £ to go back regarding Wi Fi grant.

**ACTION: JW to contact JS for suitable time to review**

**FBA Insurance –**

JL has been researching insurance requirements for meetings and is awaiting quotes.

**ACTION: JL to report back**

## **9. AOB**

ESC Updates of interest to FBA – FBA have been contacted by Jo chapman and Morag McInnes about updating FBA on programmes relating to funding and advice.

**ACTION: CB will contact them once JW forwards the email and contacts to him, then report back.**

Library Quiz Night – It was agreed insufficient committee members were available to make up an FBA team, although individuals are considering.

**ACTION: JW to publicise to members**

## **10. Next FBA Meetings**

Management Committee meeting, June 21<sup>st</sup>, 2023, venue tbc. Meeting chair tbc

Bi-monthly open meeting May 17th, 2023, 5.30-7.00pm, venue CCR

Meeting concluded at 7.44pm

LB thanked attendees.

LB was thanked