

Framlingham Business Association

22nd November 2023 Open public meeting followed by Bi-monthly Committee meeting – Draft Minutes

Present (at The Crown Hotel, Framlingham):

Lily Benbow (FBA Chair) – Noble Prawn Ltd

Danny Bannister (FBA Vice Chair) – Total Solutions Group

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

Lisa Hamon – LA Global Management

Paul Brown - Newleaf creative

Apologies:

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

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

Position vacant– FBA Secretary and Association Co-ordinator

Meeting Chaired by Lily Benbow. Meeting Commenced at 5.30pm.

Attending and Apologies

Please see above.

1. Minutes from previous meetings for approval

No minutes o/s to authorise. Website requires updating with meeting minutes.

All GC shared (in advance of meeting) with document from Jacqueline that formed her handover as she departs from the role of secretary. This document is lengthy and it is not necessary to repeat again here in minutes. Salient points only shown below as progress.

ACTION: PB request KS to update minutes on website. Minutes docs available from LB. LB then inform members on email/newsletter.

2. Management Committee and Events

ACTION: PB To get new management committee details on website

ACTION: PB to review current email set up for improved flexibility of use and then update back to general committee. When ready then all old contracts etc cancelled to ensure no auto renews.

3. FBA Future Plans –

New approach to be documented and shared to members on joining and in next email comms out. Consideration to be made on whether newsletter remains and who will draft. LH stated the newsletter is very well received by those that receive it as not everyone uses social media and it is a good communications tool.

ACTION: ALL Newsletter author to be identified, if retaining this approach.

As a reminder agreed on 16th August 2023 renewed FBA approach strategy:

What the FBA can do for businesses:

- ✓ List member businesses with contact details on our web site, include short bio on what your business provides
- ✓ Spotlight a business across social media (Instagram/reels/FB/LinkedIn) every two weeks highlighting what you provide, current offers to fellow FBA members, current offers for general public, any up coming events
- ✓ Networking breakfast across Framlingham and District every third Wednesday of the month; members can give a talk to highlight their business for free at these events

- ✓ Encourage all member businesses to make a #shoplocal promise; seek out goods & services from local businesses in the first instance
- ✓ FBA membership deals available from fellow member businesses; simply check the website for the latest FBA members list

ACTION: LB - New members joiners package/letter to be drafted.

4. FBA Constitution

Constitution now agreed with one additional change of new address for FBA and 6.7 to be amended to reflect frequency of meetings. Full agreement at meeting to make these changes.

ACTION: LB to amend above two points then get document to PB for uploading onto website.

New FBA address to be that of the Framlingham Town Council and to no longer use Charnwood. Agreement from James, Town Clerk to use address. JL to email for written agreement and then update insurance documents.

ACTION: JL email Town Clerk to formally obtain new address for FBA.

ACTION: LH to update banking details with new address.- we cannot update address until mandate is sorted and new signatories appointed but I will action when this has happened

5. Management Committee meetings

New format agreed to have a single bi monthly meeting: first hour for public/members updates then roll onto general committee meeting. Should no public/members turn up then we should go straight into the GC meeting.

New dates as follows:

17th January 2024

13th March 2024

15th May 2024

17th July 2024

18th September 2024

20th November 2024

Meeting to be called Members & management committee meeting

Discussion took place re GC attendance at meetings in compliance with Constitution. Noted that Keith and Steve have not attended meetings in line with Constitution. Agreed to write to both and request to consider future attendance and/or step down from role on GC. All agreed that with so much work to complete with so few GC members it was essential that all members share the workload. Noted that no apologies provided for this meeting on 22nd and or the three line whip requests at the August meeting.

ACTION:LB to draft email for onward communication, upon approval from remaining GC, to Keith and Steve.

6. Networking

ACTION: LB - New meetings to be communicated to all GC and in direct email to members and across social media. Start times 1730hrs, end 1930hrs. – I thought the networking was at 8-10am?

Discussion took place about value of networking events. Agreed that we should consider extending events on a roadshow style. George at The Common Room would facilitate a network meeting for a small number of attendees as long as they bought some drinks/food. Black Dog deli in Yoxford might also consider (not approached as yet); Suffolk Sence café already stated they again could host; Campsea Ash train station suggested as a good venue. ALL would need attendees to buy some drink/food but there would be no room rent costs to the FBA.

ACTION: ALL – Consider venues for a Networking road show across the wider Framlingham District and update at next meeting.

Insurance

JL has done a huge amount of work on getting us to a position of having insurance schedule drafted. Thank you JL. Shared to all for review. No adverse comments returned so agreed to return to solicitors to now go ahead with getting this set up. New address to be added. Responsible person will be JL.

ACTION: JL to get insurance set up and paid.

Once in place will need a Health and Safety policy, risk assessments, and copies of venue PL insurance.

ACTION: ALL – Nomination to progress H&S policy; RA

ACTION: LH – Once PL insurance in place then Best of Suffolk/Sykes Homes can become members once they have a copy of the PL insurance. This is required by their parent company. – need admin email address to be able to communicate with members

7. Secretarial/banking role

Following the successful appointment but then immediate withdrawal (by applicant) of the recent administration/social media person, Lisa Hammond (change to HAMON)_has very kindly volunteered to carry out the following paid role:

- Financial reports and administration of financial related matters
- Membership renewals
- GDPR compliance
- Central repository for documentation relating to meetings & memberships

LB asked how long old documents should be retained as two large folders handed over from Jacqueline. Agreed it would be 7 yrs for all financials. Minutes, once on line could be shredded if in paper.

Charwood (Charnwood_retains some items. LH agreed to attend and carry out inventory.

ACTION: LH to carry out inventory at Charwood.(Charnwood)

ACTION: LB to go through all docs and separate as agreed. Any old documents shredded if deemed unnecessary to retain.

8. Social media role

Paul Brown has very kindly volunteered to carry the paid role for social media with support from LB as required (LB unpaid).

LH to update financials (remaining grant funding specifically for this awaits allocation) in respect of the funding stream used to carry out this work

ACTION: PB to liaise with KS re renewal of domain name as this is due to auto renew 4th December 2023.

9. Christmas

Meeting agreed that no email was to be sent out reminding businesses to put up their own tree. It was felt that times had moved on and such a reminder was not necessary.

Due to reduced amount of time and reorganisation of FBA there will not be a window competition run this year.

ACTION: LB to inform TC that we will not be running the window competition this year.

Mini tree purchased (Jacqueline did this) for decoration when in place at St. Michaels Church. LB advised the tree should be decorated in a sustainable and shop local focus re decorations. All agreed this was a good approach. LB will decorate but ALL to consider getting decorations etc and adding to the tree when it is in place (end Nov).

ACTION: ALL to help decorate the little tree in St. Michaels Church. LB will do the main decorating when in situ.

10. Framlingham Town Council

No representative attended the meeting. Cllr. Claire Rowell is the TC representative.

ACTION: LB to email TC directly with new meeting dates and invitation to future meetings.

11. Membership

As at 08/11/23 37 memberships. LH to email outstanding members re subs payments. – need admin email address to be able to communicate with members

12. Finance

Not discussed as all handover information in lengthy document handover. No issues raised from LH. From now on LH will present update at meetings.

13. AOB and Updates

Potential new members from within the WI where LH is a contact. LB to speak with LH re this.

Next FBA Meetings

Members & Management Committee meeting

17th January 2024 – Venue to be advised/booked – who is doing this?

Networking

December 6, at 8am (Unitarian Church booked but needs advertising across SM & email)

Meeting closed 2000hrs

See separate sheet for RAG rated actions and progress.