

Framlingham Business Association

7th February 2024 Committee Meeting

Present (at The Crown Hotel, Framlingham):

Lily Benbow (LB) (FBA Chair) – Noble Prawn Ltd

Danny Bannister (DB) (FBA Vice Chair) – Total Solutions Group

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

Paul Brown – (PB) New leaf creative

Lisa Hamon – (LH) LA Global Management

Steve Calver – (SC) Epic Sound and Lighting

Apologies:

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

Meeting Chaired by Lily Benbow. Meeting Commenced at 7.15pm.

Attending and Apologies

Please see above.

1. Minutes from previous meetings for approval

Minutes of the last meeting on 22nd November 2023 were approved and need to be updated on website.

ACTION: PB request KS to update minutes on website.

2. Matters Arising from meeting on 22nd November 2023

Request KS to update minutes on website. Minutes docs available from LB. LB then inform members on email/newsletter.	PB	To be done
LB then inform members on email/newsletter.	LB	To be done
Update new management committee details on website	PB	To be done
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.	PB	Done (can we set up email signatures?)
Newsletter author to be identified, if retaining this approach.	ALL	To be done
New members joiners' package/letter to be drafted.	JL	To be done
Amend two points for new Constitution, then get document to PB for uploading onto website.	LB	To be done

Email Town Clerk to formally obtain new address for FBA	JL	Done
Update banking details with new address	LH	To be done when mandate form has been approved by Barclays and new signatories appointed
Draft email (lack of Constitution compliance re meeting attendance) for onward communication, upon approval from remaining GC, to Keith and Steve.	LB	Done
New meetings schedule of dates (Networking & Management & Members) to be communicated to all GC and in direct email to members and across social media. Start times 1730hrs, end 1930hrs.	LB	Confirmed on Instagram/ PB to confirm if Meta Business can link Insta and Facebook, so meeting dates can be confirmed on FB too.
Consider venues for a Networking road show across the wider Framlingham District and update at next meeting.	ALL	To be discussed/ Networking will take place last Wed of every month 8.30-9.30
Get insurance set up and paid.	JL	Done
Nomination to progress H&S policy; RA Once PL insurance in place then Best of Suffolk/Sykes Homes can become members once they have a copy of the PL insurance. Contact to be made to enrol.	ALL LH	SC to provide required forms LH contacted Best of Suffolk but has not had a reply
LH to carry out inventory at Charnwood	LH	JL/LH carried out inventory but as a lot of the stock was inaccessible and in poor condition, SC/DB agreed to contact Suzanne to arrange another visit
Examine all FBA paper docs and separate as agreed. Any old documents shredded if deemed unnecessary to retain.	LB	Done
Liaise with KS re renewal of domain name as this is due to auto renew 4th December 2023.	PB	Done
Inform TC that we will not be running the window competition this year.	LB	Done
Help decorate the little tree in St. Michaels Church. LB will do the main decorating when in situ.	ALL	Done
Email TC directly with new meeting dates and invitation to future meetings.	LB	Done

3. General FBA business

Lily Benbow explained that a schedule of bi-monthly meetings has been arranged, as well as monthly networking sessions from 8.30 – 9.30 in the Crown, on the last Wednesday of each month. The next bi-monthly meeting will be on 13th March at 5.30 in the Barclays Pop Up area of the Crown. **Action: DB to confirm this with Gabriela.** Meetings for the rest of the year are

15th May 2024

17th July 2024

18th September 2024

20th November 2024

4. Meeting with ESC Development Team

DB reported that he had met 2 members of the ESC team with Dawn Jeakings, Framlingham Retail and Business Event Coordinator and that the meeting was very successful. ESC is happy to support the FBA, especially if the Town Council and FBA are working closely together. They would be open to having quarterly meetings. The FBA could apply for grant funding from the ESC but would need to demonstrate that the funding will be used in line with a clear strategy for growth. It is proposed that Dawn could spend time working on this with Danny and be reimbursed using the remaining FBA membership growth grant. **Action: DB/DJ/LB to meet draw up outline proposal.**

5. FBA Admin role

LH reported that she would not be able to take on the FBA admin role, as she started a new job at the beginning of January, so would not have the time to do the FBA work. She would be able to continue as Treasurer and look after banking matters.

LH also informed the Committee that she has never received any documentation or the FBA lap top, so she does not have a member list or contact details and was not able to inform members about meetings. Also, no contact has been made with the prospective new members, as she does not have the documents to send them.

Action: LH to obtain the lap top from LB and try to access relevant information, including a list of current FBA members.

6. Marketing Strategy

LB informed the Committee that she is in contact with someone who has a social media/marketing company. The Committee agreed that LB would approach this contact and ask him to draft a marketing plan for the FBA using funds from the membership growth grant fund. It is anticipated that this will be £30/hour for a maximum 10 hours work.

The meeting ended at 8.30 pm.