

Bi-Monthly Committee Meeting

Minutes

15th May 2024 / 5:30 PM / The Crown Framlingham

ATTENDEES

Lily Benbow (LB) - FBA Chair - Noble Prawn LTD

Dan Bannister (DB) - FBA Vice Chair - Total Solutions Group

Jenny Labbett (JL) - FBA Committee member - Renaissance Training

Lisa Hamon (LH) - FBA Finance - LA Global Management

Paul Brown (PB) - FBA Digital - New Leaf Creative

Dawn Jeakings (DJ) - FBA Admin (funded by ESC)

Apologies

Steve Calver (SC) - Epic Sound & Lighting

AGENDA

Last Meeting Follow-up

Minutes from last meeting approved - (all)

Matters arising from previous meeting

- Invoice Template completed and address updated to 10 Church Street FTC offices - (LH) Post to be collected as and when (DJ/LB)
- Website updated (PB)
- Member benefits completed (JL & DJ) - Benefits and welcome letter to be discussed and agreed.
- Canceled attendance at the FTC meeting 3rd April due to initial funding delay (DB).

- Inventory of FBA barriers to be checked by (SC) and photographed before loaned out. (LB) to email confirmation that the FBA does not take responsibility for condition of barriers stored at Charnwood and damaged in recent high winds. All notices or posters to be removed from barriers when borrowed.

New FBA Business

- Dawn Jeakings Update FBA & FTC
 - Grant application processed and approved by Jo Chapman ESC ensuring no overlap with the FTC role
 - Increase membership and self funding within 2 years.
 - Keeping within GDPR - Access to over 100 Framlingham businesses contacts via FTC Retail & Business Events co-ordinator(DJ)
 - Within two networking meetings Jonathan and Katie at Ernest Doe Power joined as members as they see the benefits of networking.
 - DJ has now been involved with three networking events and there has been an average attendance of 17 local businesses.
- Marketing & Comms
 - Newsletter to go out one week before Networking meeting (PB,DJ,LB) next one to include a welcome to new members Ernest Doe Power and Becky Garrards Reflexology. Suffolk show and Fire & Feast (spotlight) All content including guest speaker to PB as soon as possible.
 - Gmail set up - PB Currently setting up access for FBA Gmail and 'S' drive account etc for Admin and all committee members JL, DB SC & LH.
 - OnBoarding process - PB to set up joining process with an automated reply email as confirmation of application receipt (via website) and next steps including invoice procedure. DB to draft a welcome letter and circulate to committee for approval. It is vitally important that LH is made aware of where the membership payment is coming from, with a clear operating business name so funds can be matched up.
- Online presence
 - FBA Social media - Instagram update since LB activity on account. Figures from 13th April to 12th May 2024

- 380 accounts reached (-9.3%) - 1,333 followers
- (+0.5) Unfollows 8
- Engagement -37%
- Woodbridge Area 38.5%
- Ipswich 10.2%
- Sax 7.3%
- 101 posts shared
- 62.4% Women 37.5% Men
- Newsletter views 109 April and 151 March 2024
- Networkings update
 - DJ to always attend networking meetings along with at least one FBA committee member (ALL)
 - A-board to be kept in Council offices to be collected before each meeting (DJ)
 - All networking meetings now planned for last Wednesday of the month at 8.30am at the Crown Framlingham (with cake from the Cake Bench) Networking events Cake costs £25 x 10 - to be reviewed going forward. A plan of all monthly invited speakers on the FBA 'S'drive (DJ).
 - It was decided to cancel the next networking meeting to be held on 29th May due to many members attending the Suffolk Show. Note - avoid these dates next year (DJ)
- Funding Update
 - Admin position £15hr x 20hrs (approx) a month x 12 £3,600 (final funding tbc with Jo Chapman ESC £3,750) DJ to adjust to comply with budget and remains flexible to suit role. (DJ) to invoice monthly.
- FBA Finance & Banking
 - LH confirmed the financial position of £7,397.48 and The Community Account £881.52
 - LH to start being paid for accounting from August 2024 £15hr for one hour a month and a one off 4hrs for renewals = £240

AOB

- FBA rep at FTC Retailer and Business Forum held at the Crown.
- DJ to check who the current FTC representative is to sit on the FBA committee and invite once confirmed (post meeting note both Cllr Claire Rowell and Cllr Penny Wraight have been confirmed to attend)
- DJ in her role as FTC Retail and Events coordinator to invite a member of the FBA to each monthly meeting - DB has agreed to attend.
- Menta ESC online meeting arranged for 4th June at 3pm LB,DB & DJ attending.
- New members Atkins and Nathan Hart - Post meeting note - DJ to follow up LB lead on Carly Hair as FBA members.

ACTION ITEMS

1. See separate document.

NEXT COMMITTEE MEETINGS

Wednesday 17th July 5.30pm at the Crown.

Wednesday 18th Sept 5.30pm at the Crown.

Wednesday 20th Nov 5.30pm at the Crown

Note - Please check Instagram for any updates to these dates and times

NEXT NETWORKING MEETINGS

Wednesday 26th June 8.30am at the Crown

Wednesday 31st July 8.30am at the Crown

(please arrive 15 mins early to help set up)