

# Framlingham Business Association

## Committee Meeting – Minutes

**Date:** Tuesday 20th January 2026

**Time:** 7:00pm – 8:21pm

**Venue:** The Railway, Framlingham

### **Present:**

Lily Benbow (LB - Chair), Danny Bannister (DB Vice-Chair), Amanda Cornwell (AC), Paul Brown (PB), Steve Calver (SC) , Leigh Tennant (LT), Samantha Mosse (SM) Dawn Jeakings (DJ)

### **Apologies:**

Rebecca Garrod

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## **1. Welcome & Apologies**

The Chair welcomed everyone to the meeting.  
Apologies were noted from Rebecca Garrod.

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## **2. Membership**

- DJ to chase all outstanding membership invoices.
- Any memberships unpaid by **13th February 2026** will be removed from the FBA website.
- DJ to request bios, logos, and two key points from all members and guest speakers.

**Action:** DJ

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## **3. Monthly Networking Breakfast**

- 2026 Schedule as below
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## 4. Finance

### Account balances:

- Community Account: **£1,533.16**
- Active Saver: **£5,337.73**
- AC to contact Jackie (previous bank signatory) to reissue a new card and discuss removing her from the account.
- A new bank account will also be explored.

### FTC Community Fund

- Possible use: funding a dedicated FBA business noticeboard in Framlingham.DJ to request application documents.
- Noticeboard Locations around town to be considered.

### Actions:

- AC – bank signatory update
- DJ - FTC funding application form

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## 5. Communications

- Social media strategy shared and agreed. LB shared the Social Media Strategy ahead of the meeting for Rebecca to review and implement jointly with Lily. All committee members and FBA members are encouraged to share content.

All committee members log into Instagram with support from PB.

- Spotlight reels are required for a business to mirror inclusion in the monthly newsletter.
- LT offered to create a shortened version of the existing FBA website video as a social media reel.
- Samantha (SM) offered to contact a business each month to gather social media content.

- Website updates ongoing.

**Actions:**

- PB – support Instagram access
  - LT – create short-form reel
  - SM – monthly business outreach
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## **6. Any Other Business**

- FBA *Connecting Local Business* event to be booked again for **September 2026**.
- DJ to contact Framlingham Technology Centre regarding costs and availability.
- A dedicated planning meeting to be held in **March 2026**. Date & venue tbc

**Action:** DJ

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## **7. Date of Next Meeting**

- **March 2026** – date to be confirmed. (Tuesday 17th March suggestion - one week before monthly breakfast network meeting?)
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**Meeting closed:** 8:21pm