

Framlingham Business Association

Committee Meeting – Minutes

Date: Wednesday 18th March 2026

Time: 7:00pm – 8:30pm

Venue: The Railway, Framlingham

Present:

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

Apologies:

Lily Benbow Rebecca Garrod

1. Welcome & Apologies

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

2. Membership

- DJ chased all outstanding membership invoices several times and should have payment from 44members AC to check against the membership list on Gdrive.

Note - Membership emails must go out in August 2026 DJ

- As the deadline for payment has now passed any previous memberships unpaid by 13th February 2026 PB to remove from the FBA website.
- DJ to request bios, logos, and two key points from all members and guest speakers.

Action: DJ PB AC

3. Monthly Networking Breakfast

- 2026 Schedule as below
- Stickers for name badges - AC
- Evening event to be considered possible venue to be approached Framlingham Castle DJ to contact Louise Cook others Shawgate Vineyard LT offered to be a guest speaker/guitar food - Leos Deli?

4. Finance

Account balances:

- Community Account: **£1,655.44**
- Active Saver: **£5,351.24**
- AC to contact Jackie (previous bank signatory) to reissue a new card and discuss removing her from the account. **ONGOING ACTION AC**
- A new bank account will also be explored. **AC**

FTC Community Fund

- Possible use - funding a dedicated FBA event .DJ to request application documents.

Actions:

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

5. Communications

- Social media - following the loss of the Instagram account RG to set up new one and populate - DJ to establish what email connected to the new account and PB to send over graphics.
- 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.

- FTC Notice board update - all posters and leaflets can be placed on the Market Hill notice board via DJ and the FTC Office Assistant. DJ to offer this benefit out to all members and RG to highlight on social media as a reason to join FBA..

Actions:

- PB – support Instagram graphics
 - LT – create short-form reel
 - SM – monthly business outreach
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6. FBA Connecting Local Business event and AGM

- Following Danny's successful visit to see Claire at Framlingham College last Thursday they are happy to provide the event space for free and offer catering at £5 a head for the *FBA Connecting Local Business* event - October was suggested - dates need to be considered soon however note DJ away 5th Sept - 11th Oct. It was agreed that we should have a sub committee for this event - DJ/booking etc SC/tech AC/support DB/funding & invite Vivia Bamford
- DB to email College to confirm and look at dates.
- DJ to email Fram Technology Centre to decline space
- It was agreed that the AGM should be a separate event in 2026 and planned to take place by the end of August 2026 - Jenny Labatt has offered a Homeopathic practitioner as a speaker at this event - others to be considered too.

Actions DJ DB AC SC

7. Any Other Business

- In LB absence DJ read out the message re her decision to step down as FBA chair due to moving out of the area. Discussion was had who to step up however due to work commitments most said no - AC with the support of DJ may consider - DJ to ask RG.

Action: DJ

7. Date of Next Meeting

- **Tuesday 19th May 2026**

- Tuesday 21st July 2026
- Tuesday 23rd Sept 2026 (move to August for AGM?)
- Tuesday 17th Nov 2026

All at 7pm at the Railway

Meeting closed at 8.30pm.