

Framlingham Business Association Committee Meeting Minutes

Date: Tuesday 14th July 2026

Time: 7.00pm - 8.30pm

Venue: The Crown, Framlingham

Present

Paul Brown (PB), Dawn Jeakings (DJ), Kay Kingdom (KK), , Rebecca Garrod (RG) Leigh Tarrent (LT)

Apologies

Amanda Cornwall (AC) Sam Mosse (SM) Steve Calver (SC)

1. Welcome and Apologies

PB welcomed everyone to the meeting and noted apologies from AC SM & SC

The minutes and actions from the previous meeting were reviewed.

2. Membership

DJ confirmed that there are currently **46 paid members** for the 2025/26 membership year. Our newest member is Jane Longson Dog Trainer website updated.

DJ to issue membership renewal invoices in August 2026 for September renewals, as she will be away throughout September KK has agreed to check emails and payments. PB to make sure KK has access to Gdrive.

It was also agreed that anyone paying a new membership from July 2026 will be rolled on for 26/27 membership.

Agreed: DJ to issue membership invoices in August.

Action: KK to monitor and check membership payments during DJ's absence.

3. Network Meetings

Business Breakfast Programme 2026/27

All speakers have been reminded of the content needed for each month's newsletter. (DJ)

The **FBA Christmas Lunch** will take place at The Station on Wednesday 2nd December 2026 from 1pm and has been confirmed as booked by email by the Station Hotel - they have requested that we pay upfront this year, however as yet not let us know the logistics of this or given us menu choices.

Actions:

- PB and RG to prepare a backup presentation that can be delivered should a guest speaker be unable to attend.
- DJ to send out a save the date email and set up on Eventbrite

FBA Social Review and Future Planning

To ensure attendees are welcomed and introduced to committee members, it was agreed that all attendees should register on arrival. DJ has now set up on Eventbrite and will check everyone in on the day. PB has sorted FBA stickers and lanyards for the committee and DJ will bring them along on the 21st July along with the A-Frame, Pop up banner and membership cards.

Actions:

- DJ to use the Eventbrite Organiser App to check in all attendees at all meetings going forward, including walk-ins.
- The FBA Social will continue on the **third Tuesday of each month** and will begin at **6.00pm**. The Crown will remain the preferred venue for the time being. DJ has informed Gabriella of dates.

Future venue options discussed included:

- The Railway Snug (when available).
- Approaching Watson & Walpole Cocktail Bar regarding hosting a dedicated FBA Social evening.

April 2027 Event Planning

Further discussion took place regarding planning for the proposed April 2027 event.

It was agreed that an event sub-group would be established comprising Steve Calver (SC), Amanda Cornwall (AC) and Rebecca Garrod (RG).

AC to chase Clare Marwood at Framlingham College to arrange an initial meeting. Following this meeting, dates for future sub-group meetings will be agreed.

Actions:

- AC to chase a meeting with Framlingham College.
- SC, AC and RG to form the April 2027 Event Sub-Group.
- Future sub-group meeting dates to be agreed following discussions with the College.

4. Finance

Bank Account

KK will work with AC and PB to establish the new bank account arrangements and ensure the correct access permissions are in place - ongoing

Bank Account £560.41

Savings Ac £5366.49

No transactions this month other than DJ invoice £270.00

Note - PB to put in an invoice for £75 to cover Google workspace.

Action: KK, AC and PB to progress the bank account update.

Funding and Sponsorship

AC and KK to review overall budget and SC agreed to contact Morag McGuinness at ESC regarding potential funding streams for the April 2027 event and associated marketing activities.

SC will also begin developing sponsorship packages in preparation for the event - ongoing

Actions:

- SC to contact Morag McGuinness regarding funding opportunities.
- SC to prepare sponsorship packages for the April 2027 event.
- AC/KK to review overall budget.

5. Communications

Social Media Update

DJ agreed to take responsibility for the FBA social media channels and will aim to publish at least one post per week, alongside sharing relevant stories and member content, until further

funding can be secured to support ongoing communications activity. She asked all committee to provide content from their own business as a starting point.

SC agreed to investigate access arrangements for the existing Facebook account - ongoing

DJ and PB will explore setting up a new LinkedIn account for the FBA to increase visibility and engagement with local businesses.

LT to provide the promotional reel for Spotlight on Social media - PB to edit it first for social media.

Actions:

- DJ to manage FBA social media, posting weekly and sharing stories until full funding is confirmed.
 - LT Spotlight and PB to edit for social media.
 - SC to investigate Facebook account access.
 - DJ and PB to explore establishing a new FBA LinkedIn account.
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Website Update

PB confirmed that the website is up to date and all current information has been uploaded.

Framlingham Town Council Noticeboard

DJ reported that not all information submitted to Framlingham Town Council is appearing on the noticeboard.

Action: DJ to follow up with Framlingham Town Council regarding noticeboard updates.

Member Questionnaire

The committee discussed member feedback and promotional materials. It was agreed that the current stock of "FBA Join" leaflets should be used before any reprint is ordered. New leaflets will be required as part of the marketing plan for the April 2027 event. DJ to set up a questionnaire - where did you find out? Do you like all events? suggestions - how long a member? - Quote for social media Google Review? to initially distribute via email.

6. Any Other Business

- Someone will need to take minutes for the September committee as DJ is away.
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7. Date of Next Meetings

All future committee meetings will be held at The Railway, Framlingham, on the second Tuesday of the month.

- Tuesday 8th September 2026 (DJ away – alternative minute taker required)
- Tuesday 10th November 2026