



Saxmundham Town Council

Events & Communications Committee

All members of the Events & Communications Committee are summoned to attend a meeting on Monday 24th October 2022 at 2.00 pm at the Town House, Station Approach, Saxmundham

AGENDA

1. **Apologies and Approvals of Absence:** To receive apologies for absence
2. **Members Declarations of Interests and Consideration of Requests for Dispensations:** Councillors to declare any Pecuniary or Non-Pecuniary Interests and consideration of any requests for dispensation. Notwithstanding this item, Members may subsequently declare an interest at any point in the meeting.
3. **Minutes of the Last Meeting:**
To approve the minutes of the meeting of 5th September 2022.
4. **Open Forum:** Members of the public may give their views on issues on this agenda, or raise issues for future consideration, at the discretion of the Chairman. They may speak for up to 3 mins and the session will last no longer than 15 minutes. Members of the public may not take part in the Council meeting itself.
5. **Christmas Event 2022**
 - a) To receive a report from the Chair of the working party and planned expenditure.
 - b) To agree any other items for the Christmas Event.
 - c) To list and agree design assets & comms needed for the event, including posters & road signs.
6. **Memorial Field opening**
To receive a report regarding the Memorial Field opening and the launch of the Memorial Trail.
7. **Newsletter Schedule and contents**
To review and adopt proposed schedule of physical and e-newsletters and contribute ideas for content.
8. **Market Signage**
To agree next steps and budget for purchasing new signs to promote footfall on market days.
9. **Proposed new letter head**
To adopt new letter head design
10. **2023 Events**
 - a) To note the date of King Charles' Coronation – Saturday 6th May
 - b) To contribute ideas for planned events in 2023.

J. Palmer

Committee Clerk

Saxmundham Town Council

13/10/2022



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