



# Saxmundham Town Council

Minutes of the Events and Communications Committee Meeting 24<sup>th</sup> October 2022  
2 pm at the Town House

## Committee Members:

Cllr J Sandbach

Cllr. Di Eastman

Cllr. C. Hawkins

Cllr. B. Gulliford

**Also Present:** Karen Forster Clerk

In the absence of the Chair, Cllr. B. Gulliford, as Vice-Chair opened the meeting

### 21/22EC Apologies and approvals of absence:

No Apologies received

### 22/22EC Declarations of Interest:

None Received

### 23/22EC Minutes of the Previous Meeting:

Minutes of meeting 5<sup>th</sup> September were unanimously approved.

### 24/22EC Open Forum:

There were no members of the public present.

### 26/22EC Christmas Event 2022:

a) Cllr. D. Eastman reported:

All acts had now been booked and all prices had been established. The total spend was within budget. The list had been passed to the RFO to confirm the cost and inform them of their pay date. There was a contingency plan in case the roadworks recently announced overran.

b) There were no other item required

c) The posters had been designed and was ready to print. Other media coverage was planned such as TV, Radio, Social Media and websites.

Cllr Gulliford asked for the original poster to be sent to him so that he could create an animation for Facebook. **NOTED**

**At this point Cllr. Sandbach arrived and took over the role of the Chair.**

### 27/22EC Memorial Field Opening:

The Clerk reported that the work on the Memorial field was complete other than the bulb planting, the edging and the correction of the manhole. The Green Team had completed all the planting of the trees and plants and a thank you lunch for their work will be held on 1<sup>st</sup> November.

Rededicating the Memorial Field will take place Saturday 5<sup>th</sup> November at 2pm with members of the British Legion. **NOTED**

### 28/22EC Newsletter Schedule and Contents:

Jess Palmer had submitted a list of dates and possible contents for the newsletter which was agreed and noted. Cllr. Hawkins requested that important planning items such as Sizewell C, consultation issues and the neighbourhood plan are also contained in the newsletter. **NOTED**

### 29/22EC Market Signage:

The Clerk stated that a new project to relaunch the weekly market had started, led by M. Light, and it was expected that the initial analysis would be completed by end of November. The project

Signed \_\_\_\_\_ Date \_\_\_\_\_

would then be a working party and Cllr Gulliford would be asked to join. The project would review publicity and signage and she asked to defer the decision on any signage for the weekly market until this was complete.

Regarding the monthly Saturday markets, the Clerk was asked that contact is made with the train company to see if they could assist with publicity and to issue the posters/information to local councils to be displayed on their notice boards and website. **NOTED**

**30/22EC New Letter Head:**

A proposal by J. Palmer for a new letter head was discussed. After discussion, it was agreed that Cllr. Gulliford will work with JP to present three separate options for the next meeting. **NOTED**

**31/22EC 2023 Events:**

a) The Kings Coronation will be held 6<sup>th</sup> May 2023. It was suggested to hold a “watch along” in the Market Hall or outside on a big screen.

**At this point, Jess Palmer joined the meeting**

b) Other items include:

1. Arts Festival in conjunction with the Art’s Festival, coinciding with the July Saturday Market.
2. Christmas event 1<sup>st</sup> Saturday of December
3. Outdoor Cinema event
4. Library literary events such as Winnie the Pooh style bear hunts
5. Something linked to the Detectorists Filming
6. Open Gardens

**Meeting finished at 15.1**

**K Forster**

**Committee Clerk**

**25/10/22**

Signed \_\_\_\_\_ Date \_\_\_\_\_

DRAFT

Signed \_\_\_\_\_ Date \_\_\_\_\_