



# Saxmundham Town Council

## Events & Communications Committee

All members of the Events & Communications Committee are summoned to attend a meeting on Friday 3<sup>rd</sup> March 2023 at 10.00am 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 23<sup>rd</sup> January 2023.
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. **Policies:**
  - a) To conduct a review of the Press Policy.
  - b) To conduct a review of the Media Policy.
6. **Notice Boards**
  - a) Progress report
7. **Newsletter/ e-newsletter review and planning for future editions.**
8. **Arts Festival Update**
9. **Coronation Weekend**
10. **Christmas Fayre Update**
11. **Discuss potential other dates of events.**
12. **Letter Head**
  - a) Update on new designs and costs of printing
13. **Communication with the Saxmundham Business Community**
  - a) Meeting to be arranged with Graham Hunter in the new year.
  - b) Feedback from councillors about the business questionnaire

**K. Bailey - Town Clerk**  
Saxmundham Town Council

27/02/2023