



Saxmundham Town Council

Events & Communications Committee

All members of the Events & Communications Committee are summoned to attend a meeting on Monday 23rd January 2023 at 10.00 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 Thursday 22nd December 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. **Notice Boards**
 - a) Progress report from 56/22EC
6. **Newsletter Review and planning for future editions**
7. **Christmas Fayre**
 - a) To confirm the date for next year's event - should it be on a Friday or a Saturday
8. **Arts Weekend**
9. **Discuss potential other dates of events**
10. **Letter Head**
 - a) Update on new designs and costs of printing
11. **Communication with the Saxmundham Business Community**
 - a) Meeting to be arranged with Graham Hunter in the new year
 - b) Information from businesses to be collected/ updated and collated
Discussion with regards to the type of information we wish to collect

K. Bailey

Town Clerk

Saxmundham Town Council

18/01/2023