



# Saxmundham Town Council

## Events & Communications Committee

All members of the Events & Communications Committee are summoned to attend a meeting on Thursday 22<sup>nd</sup> December 2022 at 10.00 am 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 21<sup>st</sup> November 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 45/22EC
  - b) To approve the purchase of a new noticeboard in Fromus Square up to the value of £2,000.00
6. **Newsletter Review and planning for future editions**  
To review the first mail-out, audience and make arrangements for future editions.
7. **Christmas Fayre Debrief**
  - a) To receive feedback on publicity from the event and ways to improve for next year
8. **Letter Head**
  - a) Update on new designs
9. **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

15/12/2022