



Saxmundham Town Council

Minutes of the Events and Communications Committee Meeting 1st August 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 (Town Clerk) and Jess Palmer (JP) (Town Centre Co-ordinator)

01/22EC The Clerk opened the meeting to ask for nominations for the position of Chair of the Events and Communications Committee. **It was unanimously RESOLVED to appoint Cllr. James Sandbach as the Chair of the committee.**

02/22EC The Chair asked for nominations for the position of Vice-Chair of the committee. **It was unanimously RESOLVED to appoint Cllr. Benjamin Gulliford as the Vice-Chair of the committee.**

03/22EC Apologies for Absence.
Cllr. Gulliford sent apologies due to illness.

04/22EC Declarations of Interest
None declared

05/22EC Open Forum
There were no members of the public present.

06/22EC Minutes of the Previous Meeting
The dates of planned events were discussed and agreed.

- Memorial Field Opening – possible date 12th November but the Clerk to discuss with the British Legion. **NOTED** (*please note – following discussions the date has been set as 5th November at 2.00*)
- Memorial Trail - 8th October where it will be promoted at the Market in the Market Hall.
- Remembrance Day - 13th November. This year the United Reformed Church will be organising it. A road closure needs to be organised after the Clerk agrees the route with the Church and the British Legion.
- Christmas Fayre – Friday 2nd December. There will be a need for a road closure – JP to establish whether the Market Place shop owners want the Market Place to be included. The evening will be based on last years with two performance areas, Santa's grotto, children's activities, a band and roaming performers as well as a choir.

07/22EC Future Events

- a) JP suggested that smaller events in different areas of Saxmundham should be planned. This could include items such as picnic in the park, busking, skate-jam, Duck races, walking groups.
- b) It was recommended that the Council ties in with the October opening of the Bell Inn. **NOTED**
- c) The Clerk was asked to invite three members of the public to join this committee. **NOTED**
- d) It was agreed that there should be a next meeting of this committee in early September. **NOTED**

Signed _____ Date _____

08/22EC Saturday Market

JP stated that they were successful and currently based on a theme. It was agreed that the Themes should be continued.

JP asked if the market should take place in January through March in 2023. **It was unanimously RESOLVED that the markets should not take place in January or February but should restart in March.**

09/22EC Town Guide

Cllr. Eastman volunteered to write an article for the new town guide which is due to be published in the autumn.

10/22EC Publicity

The Clerk and JP are to put an article together on what publicity and media is currently used and what alternatives could be used. It is recognised that the websites need more regular updating and need to be reviewed.

Cllr. Eastman, as Chair of the Council, writes an article every month for the Saxnews. It was agreed that this should be attached to the website.

A newsletter was discussed with a plan to issue one in November on a digital platform. To be discussed at the next meeting.

Meeting finished at 15.22

K. Forster

Interim Town Clerk

Signed _____ Date _____