



Saxmundham Town Council

Minutes of the Events and Communications Committee Meeting Monday 23rd January 2023 at 10.00 am
at the Town House, Station Approach, Saxmundham

Committee Members:

Cllr J Sandbach

Cllr. Di Eastman

Cllr. C. Hawkins

Cllr. B. Gulliford

Also Present: Katy Bailey, Town Clerk

61/22EC **Apologies and approvals of absence:** None received

62/22EC **Declarations of Interest:**
None Received

63/22EC **Minutes of the Previous Meeting:**
Minutes of meeting 22nd December were unanimously approved.

64/22EC **Open Forum:**
There were no members of the public present.

65/22EC **Notice boards:**
Perspex has been ordered for the board outside The Market Hall. Colin Hathway (caretaker) will replace this.
Action: Replace the current board – get quotes for a Noticeboard behind Waitrose

66/22EC **Newsletter review & planning for future editions:**
There was a short discussion about e-newsletters and Council Annual review.
Action: Hard copy to go out at end of February. Copy to be submitted by Mid-February to go to press for printing.
Action: Note to councillors about submissions

67/22EC **Christmas Fayre Debrief:**
Date for the 2023 Christmas Fayre confirmed as Friday 1st December 2023

68/22EC **Arts Weekend:**
This event will be linked with the Market Hall and The Art Station and held on the 10th June/ 11th June 2023
Clare Palmier, Director of The Art Station, has applied for a grant from East Suffolk for the event. It was hoped that our festival could link up with the Aldeburgh Festival and Britten Pears.
Cllr. Eastman & Katy Bailey (Town Clerk) to meet with Clare Palmier to start planning the event.

69/22EC **Coronation of King Charles III: 6th May 2023**
Action:

- TV license to be obtained.
- Plan events over the course of the weekend
- Advertising

70/22EC **Market Hall Events**

- Link the two committees
- Confirm the date for the Music Festival with Terry (29th/ 30th July)
- Ideas for events – cinema nights/ wedding event
- Contact Sax'cess House with regards to linked events.

71/22EC **New Letter Head:**

Signed _____ Date _____

Katy Bailey (Town Clerk) and Cllr Benjamin Gulliford had met to discuss logos.
Action: KB to draft a couple of letter heads and circulate

72/22EC

Communication with the Saxmundham Business community

Cllr Di Eastman reported that Graham (owner of East of Eden) was keen to revitalise the business group in Saxmundham and will meet when he is back in Saxmundham.

Katy Bailey (Town Clerk) reported that the Microsoft form has been drafted to go to businesses to gather information about the businesses and to ascertain the level and type of involvement they would like to have in the Town.

Meeting finished at 10:55

Katy Bailey

Town Clerk

24/1/23

Signed _____ Date _____