



# Saxmundham Town Council

Minutes of the Events and Communications Committee Meeting Monday 3<sup>rd</sup> March 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

**72/22EC Apologies and approvals of absence:** None received

**73/22EC Declarations of Interest:**  
None Received

**74/22EC Minutes of the Previous Meeting:**  
Minutes of meeting 23<sup>rd</sup> January 2023 were unanimously approved.

**75/22EC Open Forum:**  
There were no members of the public present.

**76/22EC Policies:**

- Press Policy - The policy was reviewed including discussion defining acting individually and speaking on behalf of the council. There were no recommended changes.
- Media Policy - The policy was reviewed. Social Media was a particular area of concern. Recommendation to take this to full council after the election whether this needs to stand as it is or needs to be reviewed.

**77/22EC Notice boards:**  
Perspex has been purchased for the board outside The Market Hall. Men's shed will replace this.  
Action: Replace the current board – get quotes for a Noticeboard behind Waitrose - approach the men's shed to see if they could make one.

**78/22EC Newsletter review & planning for future editions:**  
There was a short discussion about e-newsletters and Council Annual review.

**Action:**

- Mailed out from Town Council rather than Jess Palmer, Town Clerk to look at how to change.
- Find way of putting the Newsletter on the website
- Newsletter to go out in May (hard copy)

**79/22EC Arts Festival (10/6/2023)**

- Meeting 10th March with all involved parties – Cllr Di Eastman to report next time

**80/22EC Coronation Weekend**  
**We will be showing the Coronation in the Hall and Monday will be the volunteering day.**  
Action:

Signed \_\_\_\_\_ Date \_\_\_\_\_

- Notify Saxmundham Magazine that we will need a full page spread.
- Check flags for the High Street
- Feedback next meeting

**81/22EC Christmas Fayre Update:**

Nothing to report at the moment.

**Action:** Start making bookings for the event - chase Eventbrite

**82/22EC Discuss potential other dates of events:** Nothing to report.

**83/22EC New Letter Head:**

Katy Bailey (Town Clerk) and Cllr Benjamin Gulliford had met to discuss logos.

Action: KB to draft a couple of letter heads and circulate – continued from the last meeting.

**84/22EC Communication with the Saxmundham Business community**

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.

Action: Business contact details to be updated and business form to be sent out.

**Meeting finished at 11:20**

**Next meeting 14th April 2023**

**Katy Bailey**

**Town Clerk**

**3/ 3/23**

Signed \_\_\_\_\_ Date \_\_\_\_\_