



Saxmundham Town Council

Minutes of the Events and Communications Committee Meeting 21st November 2022
2 pm at the Fromus Centre

Committee Members:

Cllr J Sandbach

Cllr. Di Eastman

Cllr. C. Hawkins

Cllr. B. Gulliford

Also Present: Jess Palmer, Committee Clerk

In the absence of the Chair, Cllr. B. Gulliford, as Vice-Chair, chaired the meeting.

41/22EC **Apologies and approvals of absence:**

Cllr J Sanbach sent his apologies

42/22EC **Declarations of Interest:**

None Received

43/22EC **Minutes of the Previous Meeting:**

Minutes of meeting 24th October were unanimously approved.

44/22EC **Open Forum:**

There were no members of the public present.

45/22EC **Notice boards:**

Cllr C Hawkins stated that the notice board at Waitrose is unfit for purpose: one half is enclosed for council information, the open side is too small & overcrowded.

3 proposals were made:

- Close the one which is open & to introduce a new procedure whereby people leave notices at the TH & Colin updates the board once a week. (inc removing out of date items) A5 or smaller sized notices only.
- Add another larger open access board. Use TC owned buildings to better advertise & communicate strictly TC affairs.
- Once a week add a list of upcoming Council meetings to the Closed side of Waitrose board. Approved pending approval from Clerk.

Action: It was agreed to remove any statutory items from Waitrose notice board & replace with information about where full info can be found. This will leave more room for public notices.

Action: Cllr C Hawkins to take the 3 proposals to Town Clerk.

46/22EC **Memorial Field Opening:**

Cllr D Eastman reported that the rededication event was a success and the new landscaping has received lots of positive feedback. There was a slight issue with vandalism of the Memorial Trail markers which seems to have died down now, though monitoring is ongoing.

47/22EC **Newsletter review & planning for future editions:**

JP reported that open rate is 87% which is considered very high.

Signed _____ Date _____

Action: Past editions of the newsletter will be added on blog page of website so others can access them.

Action: Newsletters will be added as a topic of conversation to next full council meeting agenda to reinforce message & rally support & submissions.

48/22EC Christmas Fayre plans for 2022

Cllr D Eastman reported: Plans proceeding well, and on budget. We have been featured in 2 'Best Christmas events in Suffolk' lists in the press.

Programme will be completed on Thursday & shared on website & Facebook ahead of the event.

Road closes at 12:00 noon so volunteers are needed for set-up & pack down and to make sure vols each have enough opportunity to rest.

49/22EC New Letter Head:

Meeting date of Tuesday 29th November agreed for Cllr B Gulliford and JP to come up with 3 more designs for voting on at next meeting.

50/22EC Arrangements for JP's maternity leave

JP reported that there are meetings planned with Town Clerk to finalise arrangements & noted that all essential communications within her remit will be covered.

51/22EC Communication with the Saxmundham Business community

Cllr D Eastman reported that there is some support among the town's businesses for restarting a business association. It was suggested to add a 'business item' to full council meetings to engage local business owners and give them a regular opportunity to communicate with the Council.

A discussion of our Communications on social media regarding local events took place. Other local councils have requested collaboration from us to promote events in nearby towns and villages. This has caused complaints from Saxmundham's business community.

It was agreed that we will only use Saxmundham's Town Council social media and Website to promote events and businesses within Saxmundham, in support of the town's businesses.

Meeting finished at 15.25

J Palmer

Committee Clerk

06/12/22

Signed _____ Date _____

DRAFT

Signed _____ Date _____