



Saxmundham Town Council

Minutes of the Events and Communications Committee Meeting Thursday 22nd December 2022 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

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

52/22EC Apologies and approvals of absence: None received – Cllr Sandbach absent email received after the meeting.

53/22EC Declarations of Interest:
None Received

54/22EC Minutes of the Previous Meeting:
Minutes of meeting 22nd November were unanimously approved. Spelling error noted on Cllr Sandbach 41/22EC

55/22EC Open Forum:
There were no members of the public present.

56/22EC Notice boards:
It was discussed that the notice board at Waitrose is unfit for purpose: one half is enclosed for council information, the open side is too small & overcrowded. 2 proposals were made:
Action: Replace the current board - that this should be done with and approximate cost of £2,000.00
Action: It was unanimously agreed that notices should be submitted to the Town Council in advance of being posted

57/22EC Newsletter review & planning for future editions:
There was a short discussion about e-newsletters and Council Annual review.
Action: Past editions of the newsletter will be added on blog page of website so others can access them. – Need to check that this has been done
Action: Newsletters will be added as a topic of conversation to next full council meeting agenda to reinforce message & rally support & submissions.

There was a short discussion about the website.
Action: Organise a working party to review the website

58/22EC Christmas Fayre Debrief:
Refer to Microsoft doc. Committee were encouraged to add their thoughts about the fayre to the document

There was a discussion whether next years event should be on a Friday or a Saturday

59/22EC New Letter Head:
Katy and Cllr Gulliford to meet and look at the different letterhead options in the new year.

Signed _____ Date _____

60/22EC Communication with the Saxmundham Business community

Cllr D Eastman reported that Graham (owner of East of Eden) was keen to revitalise the business group in Saxmundham and will meet at the end of January

Katy reported about the Microsoft form which has been drafted to go to businesses to gather information about the business and to ascertain the level and type of involvement they would like to have in the town.

Cllr Eastman noted the email that had been sent by Clare Palmier at The Art Station

Meeting finished at 10:55

Katy Bailey

Town Clerk

22/12/22

Signed _____ Date _____