



# 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:**

- a) Press Policy - The policy was reviewed including discussion defining acting individually and speaking on behalf of the council. There were no recommended changes.
- b) 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

14/04/23