



# Saxmundham Town Council

Minutes of the Events and Communications Committee Meeting Friday 14th April 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

CLlr. Marianne Kiff

**Also Present:** Katy Bailey, Town Clerk

**1/23EC Apologies and approvals of absence:** Apologies received from James Sandbach. The meeting was chaired by CLlr. Benjamin Gulliford

**2/23EC Declarations of Interest:**  
None Received

**3/23EC Minutes of the Previous Meeting:**  
Minutes of meeting 3rd March 2023 were unanimously approved.

**4/23EC Open Forum:**  
There were no members of the public present.

**5/23EC Notice boards:**  
There was a discussion about the Noticeboard outside EACH  
Action: Town Clerk to get quotes for metal noticeboards to go outside Waitrose and East Anglia Children's Hospice Shop

**6/23EC Newsletter review & planning for future editions:**  
There was a short discussion about e-newsletters and Council Annual review.  
There was discussion about publications.  
Annual Report – The following people should be involved contribute to highlighted areas:  
CLlr. Jeremy Smith – The Neighbourhood Plan  
CLlr. John Findlay – Resources and Finance  
CLlr. Tim Lock – Amenities and Services (including Memorial Garden)  
CLlr. Di Eastman – Events  
Amy Rayner – Green Team

Other ways that we are communicating is the website, FaceBook and Saxmundham Magazine.

Action – To promote when Saxmundham Magazine is out.

**7/23EC Arts Festival (10/6/2023)**

- Meeting 10th May with all involved parties – CLlr Di Eastman to report at next meeting
- Decorations will remain up for the Arts Festival
- Organisation is coming along
- The Risk Assessments and Road Closure applications are complete.

Signed

Date

2/6/23

- 8/22EC Coronation Weekend**
- It was confirmed that the charge for the event is to cover the cost of refreshments.
- 9/23EC Christmas Fayre Update:**  
Nothing to report at the moment.  
**Action:** Start making bookings for the event - chase Eventbrite
- 10/23EC Discuss potential other dates of events:**  
It was noted that Katy Bailey (Town Clerk) and Cllr. Jeremy Smith are meeting about The Market Hall.  
Upcoming events:
- Ceilidh on the 10 June 2023
  - Possible Auction
  - Art from the Attic – Request information from Aldeburgh Sailing Club

**12/23EC Communication with the Saxmundham Business Community**  
a) Update from Town Clerk  
The Committee discussed ideas of ways to engage our business community  
The idea of having business drinks was suggested, possibly at The Bell.  
**Action:** The Business Questionnaire needs to be updated and sent out

**Meeting finished at 10:57**

**Next meeting XXX 2023**

**Katy Bailey**

**Town Clerk**

**7/ 5/23**

Signed  Date 2/6/23