



Saxmundham Town Council

Events & Communications Committee

All members of the Events & Communications Committee are summoned to attend a meeting on Thursday 27th July 2023 at 10.00am at the Town House, Station Approach, Saxmundham

AGENDA

1. **Apologies and Approvals of Absence:** To receive apologies for absence.
2. **Members Declarations of Interests and Consideration of Requests for Dispensations:** Councillors to declare any Pecuniary or Non-Pecuniary Interests and consideration of any requests for dispensation. Notwithstanding this item, Members may subsequently declare an interest at any point in the meeting.
3. **Minutes of the Last Meeting:**
To approve the minutes of the meeting of 2nd June 2023.
4. **Open Forum:** Members of the public may give their views on issues on this agenda, or raise issues for future consideration, at the discretion of the Chairman.
5. **Notice Boards**
 - a) To receive a progress report from Cllr. Charlotte Hawkins
 - b) To discuss a plan for content on each notice board
6. **To receive feedback on The Arts Festival**
7. **Tour of Britain Cycle Event**
 - a) To receive a report from the Town Centre Co-Ordinator on current plans & gathering ideas for extras
 - b) To discuss Sticker Trail event & agree on any funding for prizes.
 - c) To consider ways to engage the local businesses and how can we capitalise on increased visitors to High Street?
8. **To receive an update on the Christmas Fayre**
 - a) Project Plan development
 - b) Grant funding opportunities
 - c) Promotion
9. **Letter Head, Email footer & complement slip**
 - a) To agree on a design from 3 options
10. **Market Hall bookings**
 - a) To receive a report about Market Hall bookings.

Jess Palmer – Town Centre Co-ordinator

Saxmundham Town Council

20/07/2023