



Saxmundham Town Council

Events and Communications Committee

Members of the Events and Communications Committee are summoned to attend a meeting on Thursday 26th October 2023 at 10.00 am at the Town House, Station Approach, Saxmundham

AGENDA

1. **Apologies for Absence**
To receive and approve apologies for absence.
2. **Declaration of Interests**
Councillors to declare any pecuniary or non-pecuniary interests and consider any requests for dispensation.
3. **Open Forum**
Members of the public may give their views on issues on this agenda or raise issues for future consideration.
4. **Minutes**
To resolve that the minutes of the meeting held on 19TH October 2023 are a true and accurate record.
5. **Christmas Fayre**
 - a) To receive an update about logistics and promotion.
 - b) To consider outstanding issues to be addressed.
 - c) To receive a forecasted budget versus actual income and expenditure.
6. **Newsletters**
To consider and approve the digital and printed newsletters programme for 2023-2024.
7. **Markets**
 - a) To agree to reprint the roadside promotional signs.
 - b) To consider the indoor and outdoor markets' programme and promotion for 2023-2024.
8. **Financial Year 2024-2025**
To consider expenditure items to inform next financial year's budget.
9. **Meetings schedule**
To agree on meeting dates until the end of this financial year

Jess Palmer
Community Officer
19th October 2023