



Saxmundham Town Council

Events and Communications Committee

Minutes of the Events and Communications Committee Meeting on Thursday 26th July 2023 at 10.00am at the Town House, Station Approach, Saxmundham

Committee Members:

Cllr J Sandbach

Cllr. Di Eastman

Cllr. C. Hawkins

Cllr. B. Gulliford

Present: Jess Palmer, Committee Clerk; Sharon Smith, Town Clerk; Michelle Allen, Assistant Town Clerk; Colin Hathway, Caretaker; Jen Morcom, Deputy Town Clerk.

MINUTES

1. Apologies for Absence

To receive and approve apologies for absence.

There were none.

2. Declaration of Interests

Councillors to declare any pecuniary or non-pecuniary interests and consider any requests for dispensation.

None declared.

3. Open Forum

Members of the public may give their views on issues on this agenda or raise issues for future consideration.

No members of the public were present.

4. Minutes

To resolve that the minutes of the meeting held on 19th October 2023 are a true and accurate record.

Cllr Gulliford requested his apologies be added retrospectively. It was **unanimously resolved** to approve the minutes for meeting 19th October 2023.

5. Christmas Fayre

- a) To receive an update about logistics and promotion.

The Community Officer delivered an update on progress with regards Christmas Fayre planning.

- b) To consider outstanding issues to be addressed.

The Deputy Town Clerk proposed two options for road closures. It was **UNANIMOUSLY AGREED** to opt for a four point road closure with extra signage on Station Approach to alert traffic to the event with plenty of distance.



Saxmundham Town Council

Events and Communications Committee

Action: Community Officer to ask Thalia Rushmore (East Suffolk Lines Community Rail Partnership Officer) for a contact at Greater Anglia to request free parking in the Station Car Park.

Action: Councillors present are to work on recruiting more volunteers to marshal the event.

Action: Cllr. Sandbach will speak with St John's Church about how they can get involved.

Action: The Community Officer will close booking for stallholders on 31st October and will add access points to the information sent out to traders.

- c) To receive a forecasted budget versus actual income and expenditure.
The Town Clerk reported that the event is forecast to be over budget.

Action: The Town Clerk will circulate an up to date forecast.

It was noted that grant applications to the District Councillor and the County Councillor were declined.

The Town Clerk reported that the Council staff are all working hard to pull the event together. It was agreed to hold a thorough debrief after the event with a view to making it more manageable for staff next year.

6. Newsletters

To consider and approve the digital and printed newsletters programme for 2023-2024.

It was **unanimously agreed** to produce a physical newsletter in May & November and to deliver them via the post office, rather than recruiting volunteers to do it.

It was **unanimously agreed** to adopt the Community Officer's proposed schedule for e-newsletters.

Action: Community Officer to remind staff and councillors to submit news for the newsletters.

7. Markets

- a) To agree to reprint the roadside promotional signs.

It was **unanimously agreed** to redesign the signs for monthly & weekly markets, incorporating the dove and crown from the town signs if possible. The Town Clerk suggested using the dove from the top of the Town sign in the design.

Action: The Community Officer will redesign the signs and find costings to print them and present to Councillors at the next meeting.

- b) To consider the indoor and outdoor markets' programme and promotion for 2023-2024.

It was **unanimously agreed** that Saturday markets will resume in April 2024.

The Community Officer asked whether we should aim for bookings in the market place or cap it at Fromus Square & the Market Hall? Cllr Hawkins noted that The Art Station will be taking over the old Barclays building and there may be the possibility of opening the garden for the market in future. It was **unanimously agreed** to not host markets in the Market Place in future.

8. Financial Year 2024-2025

To consider expenditure items to inform next financial year's budget.

The Community Officer reported that there are funds remaining in both Newsletters and Website budgets from the 2023-2024 budget.



Saxmundham Town Council

Events and Communications Committee

9. Meetings schedule

To agree on meeting dates until the end of this financial year.

The following meeting dates for the rest of the financial year were **unanimously agreed**: 13th

November at 11:30, 11th Jan at 10am, 22nd Feb at 10am, 4th April at 10am

Jess Palmer
Community Officer
26th October 2023