



Saxmundham Town Council

Minutes of the Events and Communications Committee Meeting Friday 2nd June 2023 at 10.00 am
at the Town House, Station Approach, Saxmundham

Committee Members:

Cllr. Di Eastman

Cllr. C. Hawkins

Cllr. B. Gulliford

Also Present: Katy Bailey, Town Clerk

13/23EC Apologies and approvals of absence: Apologies received from Cllr. James Sandbach. The meeting was chaired by Cllr. Benjamin Gulliford.

14/23EC Declarations of Interest:
None Received.

15/23EC Minutes of the Previous Meeting:
Minutes of meeting 14th April 2023 were unanimously approved.

16/23EC Open Forum:
There were no members of the public present.

17/23EC Notice boards:
Discussion postponed until next meeting.
Action:
Town Clerk to get quotes for metal noticeboards to go outside Waitrose and East Anglia Children's Hospice Shop.
Town Clerk to contact Waitrose about land near Fromus Square.

18/23EC Newsletter review & planning for future editions:
Annual Report – thanks to Cllr. Di Eastman for her work on coordinating the publication.
Action – Town Clerk to promote when Saxmundham Magazine is out.

19/23EC Arts Festival (10/6/2023)

- The Art Station has appointed Jonathon Clogg as an events manager, which has taken pressure off the Council.
- If anyone would like to volunteer should inform Cllr. Di Eastman.
- Discussion about waste management and environmental recycling.

Action –
Town Clerk to research Hero Site Solutions as possible company to manage events.
Town Clerk to investigate up-to-date recycling methods and recommendations.

20/23EC Christmas Fayre Update:
The Royal British Legion band have been booked and SARS have been invited.

Signed _____ Date _____

The road closure has been applied for.

It was suggested that some kind of competition for the High Street shops should be suggested.

Action: Town Clerk to create project plan in preparation for The Christmas Fayre.

21/23EC Discuss potential other dates of events:

Discussion about the Annual Town Meeting – the feedback from those who attended has been very positive, we should build on this for next year.

It was suggested to have a Community Groups Fair possibly in October/ November focusing on Grant Applications.

The dates for future meetings this year were confirmed.

22/23EC Communication with the Saxmundham Business Community

- a) Update after the meeting with East Suffolk District Council – they will be looking at our Social Media presence and giving advice to improve our outreach.

Action:

Town Clerk to follow up with Economic Group

Town Clerk to update the business questionnaire in line with Morag's recommendations.

Meeting finished at 10:42

Next meeting 14th July 2023

Katy Bailey

Town Clerk

6/6/23

Signed _____ Date _____