



# Saxmundham Town Council

Members of the Events and Communications Committee are summoned to attend a meeting on Thursday 11<sup>th</sup> January 2024 at 10:00 am at the Town House, Station Approach, Saxmundham

## Agenda

### 1. Attendance and Apologies for Absence

### 2. Declaration of Interests

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

### 3. Open Forum

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

### 4. Minutes

To resolve that the minutes of the meeting held on 13<sup>th</sup> November 2023 are a true and accurate record.

### 5. Christmas Fayre 2023

- a) To receive a report from the Community Officer and to review feedback from the event.
- b) To receive an income and expenditure report from the event from the Town Clerk/RFO.

### 6. Christmas Fayre 2024

- a) To ratify the chosen date, discuss ideas, and form an outline for the event.
- b) To agree to form a Working Group for the event.
- c) To approve a draft budget for the event.
- d) To delegate authority to the Town Clerk/RFO, in conjunction with the Chair of the Town Council, to book entertainment acts for the event within an agreed budget.

### 7. Summer Arts Fest 2024

- a) To receive a report on 2023 Arts Festival.
- b) To consider the Town Council's role and responsibilities for the event.
- c) To agree to form a Working Group for the event.

### 8. Monthly Markets

- a) To approve new designs for the market branding.
- b) To approve a draft budget for printing and installing new signage.

### 9. Website images

- a) To agree an asset list of images to appear on the Town Council website.
- b) To approve expenditure to commission a photographer.

### 10. Next Meeting

To note the date and time of the next meeting which is scheduled for Thursday 22<sup>nd</sup> February 2024 at 10:00 am.

**Jess Palmer**  
**Community Officer**  
**5<sup>th</sup> January 2024**