



Saxmundham Town Council

Members of the Events and Communications Committee are summoned to attend a meeting on Thursday 22nd February 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 11th January 2024 are a true and accurate record.

5. Christmas Fayre 2024

- a) To receive an update on the event planning
- b) To consider a Narnia theme & decide on some branding guidelines

6. VE Day 2025

To discuss ideas and options for marking the 80th Anniversary of D Day.

7. Summer Arts Fest 2024

To receive an update on the planning of the event.

8. Newsletter communications

- a) To approve costings for Royal Mail delivery of May's newsletter
- b) To discuss & plan the newsletter content

9. Logos

To discuss the Town Council's use of logos & how this can be made more consistent.

10. Next Year's meeting schedule

To agree on a meeting schedule for the next year.

Jess Palmer
Community Officer
15th February 2024