



Saxmundham Town Council

Minutes of the meeting of the Events and Communications Committee held on Thursday 11th January 2024 at the Town House, Station Approach, Saxmundham at 10:15 am.

Minutes

47/23EC

Attendees

Cllr Benjamin Gulliford (in the Chair)

Cllr Charlotte Hawkins

Cllr Di Eastman

Also Present

Jess Palmer (Community Officer)

Sharon Smith (Town Clerk)

Lisa Hamon (Deputy Town Clerk)

Apologies

Cllr James Sandbach (Chair)

48/23EC

It was **unanimously agreed** to invite Cllr Marianne Kiff and Cllr Geraldine Barker to join the Committee.

49/23EC

Declaration of Interests

None.

50/23EC

Open Forum

There were no members of the public present.

51/23EC

Minutes

It was **unanimously resolved** to approve the minutes of the meeting held on 13th November 2023 as a true and accurate record.

52/23EC

Christmas Fayre 2023

The Committee received a report from Community Officer about the 2023 Christmas Fayre. It was noted that while the event can be considered a success, it was under-resourced and this needs to be addressed ahead of the 2024 event.

It was **unanimously agreed** that the Community Officer will submit a monthly events report to the Town Council from now on to foster a feeling of ownership from all Councillors.

The Town Clerk informed the Committee that the budget was overspent by £2,193 and recommended that the budget for the 2024 event is considered, approved and monitored.

53/23EC

Christmas Fayre 2024

It was **unanimously resolved** to set the following budgets for 2024 events:

- £2,500 for the Summer Arts Event
- £7,500 for the Christmas Fayre
- £5,000 for Christmas lights and trees

The Committee considered and **unanimously approved** an outline budget for Christmas Fayre 2024.

It was **unanimously resolved** that the Town Council will organise Santa's Grotto in house this year, offering spaces for free.

Action: The Community Officer will liaise with the Bell Hotel to explore their offer of using one of their ante-rooms as Santa's Grotto.

It was **unanimously resolved** that there will be no theme this year.

It was **unanimously resolved** not to form a working party.

It was **unanimously resolved** 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 the agreed budget.

54/23EC

Summer Arts Festival 2024

It was **unanimously resolved** that the Town Council will support The Art Station with the organisation of this event by providing infrastructure, licenses and practical considerations as listed below:

- Road closure arrangements (if required) including communications with residents and businesses within the affected area
- TENS license for live music performances
- A literary event (details to be decided by Cllr Jeremy Smith)
- Additional bins if required
- Additional toilets if required

It was **unanimously resolved** that the Saxmundham Saturday Market will remain its usual size and location in Fromus Square and Market Hall.

It was **unanimously resolved** to appoint Cllr Smith and the Community Officer as liaison with The Art Station if Cllr Smith agrees.

It was **unanimously resolved** to set up a working party for the event to include Cllr Smith and representatives from The Art Station

55/23EC

Monthly Markets

It was **unanimously resolved** to adopt 'Theme 2' as the new Saxmundham Market branding with:

- #73b9b9 coloured stripes at 50% transparency
- Dove outline logo (black)
- 'Rustic printed' font (lower case for details, upper case for titles)
- Lightweight line around 'Saxmundham Market' title

56/23EC

Website Images

The following were suggested as images which show the town in a positive light for the website:

Fromus Square
The Market Hall
Train Station
Down Albion Street towards the High Street
Water Tower
Memorial Garden
Memorial Field
Saturday Market
High Street

All Councillors are to be invited to submit suggestions or images of other worthy locations.

Cllr Hawkins suggested contact is made with the Saxmundham Photography Club which meets at the Community Fridge.

Cllr Gulliford suggested that once the weather improves, this project is revisited as may be available to take photos himself.

57/23EC

Next Meeting

The Town House, Station Approach, Saxmundham, IP17 1BW

01728 604595

It was **unanimously resolved** to hold the next meeting on Thursday 22nd February at 10:00 am.

The meeting closed at 12:10 pm.

Jess Palmer
Community Officer