



Saxmundham Town Council

Members of the Events and Communications Committee are summoned to attend a meeting on Thursday 4th April 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 22nd February 2024 are a true and accurate record.

5. Summer Arts Fest 2024

- a) To review the Event Management Plan and budget.
- b) To approve the quotation for traffic management from Palmers Group.
- c) To ratify expenditure for the SCC Highways road closure licence.
- d) To ratify expenditure for three ESC Temporary Events Notices.
- e) To ratify expenditure for first aid cover.
- f) To ratify expenditure for portable toilet hire.

6. Christmas Fayre 2024

- a) To receive an update on the event planning.
- b) To discuss the arrangements for Santa's Grotto.
- c) To discuss the arrangements for the Chronicles of Narnia Trail.
- d) To discuss the arrangements for the Christingle Service.
- e) To consider the terms of the chestnut seller.
- f) To approve the quotation for traffic management from Palmers Group.
- g) To ratify expenditure for the SCC Highways road closure licence.
- h) To ratify expenditure for an ESC Temporary Events Notice.

7. VE Day 2025

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

8. Logos

- a) To review potential new logo options.
- b) To review the use of logos/symbols to denote Council committees.

9. Saxmundham Primary School Fete

To review and respond to a request to display promotional signage for Saxmundham Primary School Summer Fete on Council property.

Jess Palmer
Community Officer
26th March 2024