



Saxmundham Town Council

Minutes of the meeting of the Events and Communications Committee held on Thursday 22nd February 2024 at the Town House, Station Approach, Saxmundham at 10:00 am.

Minutes

57/23EC

Attendees

Cllr Benjamin Gulliford (in the Chair)
Cllr Geraldine Barker
Cllr Di Eastman

Also Present

Jess Palmer (Community Officer)
Sharon Smith (Town Clerk)

Apologies

Cllr James Sandbach (Chair) and Cllr Jeremy Smith.

58/23EC

Declaration of Interests

None.

59/23EC

Open Forum

There were no members of the public present.

60/23EC

Minutes

It was **unanimously resolved** to approve the minutes of the meeting held on 11th January 2023 as a true and accurate record.

61/23EC

Christmas Fayre 2024

The Committee received an update from the Community Officer about progress for planning the event. There was a discussion about the difficulty in providing a suitable location and accommodation for Santa's Grotto. Purchase of an igloo was considered and endorsed by the Councillors.

It was noted that the budget is still in question pending discussion at the next Resources Committee meeting.

It was **unanimously resolved** to adopt a Chronicles of Narnia theme for the event. Event branding was discussed, and the Community Officer advised that due to the event having a good reputation locally, some elements of the current branding/poster design should be retained so that people will recognise it as a Saxmundham Town Council event.

Cllr Eastman reported that the Snow Lion, Primary School Choir, Stilt Walkers, and Fire Flow Dancers have been booked. Rabble Chorus and the Belly Dancers have been contacted but have not yet confirmed.

The Town Clerk explained the project plan and stated that before the next meeting it is expected that the Community Officer will have progressed the event branding and Santa's Grotto, the Deputy Town Clerk will have made progress with the lighting contract and the Town Clerk will have made progress with the road closure.

62/23EC

VE Day 2025

Signed _____ Date _____

VE Day will be held during the May Day weekend. Cllr Geraldine Barker noted that the target audience for an event is predominantly aged over 60. Cllr Charlotte Hawkins suggested a tea dance in the Market Hall. Cllr Di Eastman suggested contacting Black Knight Historical to enquire about a re-enactment. Cllr Charlotte Hawkins suggested contacting the local cadets to ascertain their plans. Cllr Geraldine Barker suggested a classic car show and swing band on the Memorial Field. She noted that it could be delivered on a modest budget but would require more Officer resources as a result.

The Town Clerk agreed to contact Black Knight Historical and present some options to the Committee at the next meeting

63/23EC Summer Arts Festival 2024

It was noted that this event coincides with D-Day 80. The Committee agreed that they are happy to support the Royal British Legion to either hold a service on the Memorial Field or in Fromus Square.

Cllr Di Eastman reported that she and Cllr Jeremy Smith attended a meeting with the Art Station on 21st February 2024. It was **unanimously resolved** to accept a request from the Art Station that the Town Council arranges to close the High Street and organise a street market for the event. It was agreed to offer a discount code to local traders to encourage greater economic benefit to Saxmundham and the surrounding area.

The following tasks were allocated:

The Town Clerk will request East Suffolk Council to mow Fromus Green ahead of the event.

The Community Officer will research the cost of hiring generators as there is currently no electricity supply on offer for the market.

Cllr Di Eastman will liaise with the Art Station to work out the specifics of the street market.

It was noted that Cllr Jeremy Smith has shown interest in facilitating a literary event in the Church.

64/23EC Newsletters

It was **unanimously resolved** to approve expenditure of £200 to distribute May's newsletter via Royal Mail. The Town Clerk noted that the content will be easier to plan once the Annual Report has been drafted.

65/23EC Logos

The Community Officer demonstrated the different logos that are currently in use by the Town Council and noted the lack of consistency and recognisability. It was **unanimously resolved** that the Community Officer will commission two new designs for the Committee's consideration for recommendation to the Town Council

57/23EC Next Year's Meeting Schedule

The Community Officer reported that potential new member Cllr Marianne Kiff is not able to attend the Committee's usual meeting time and asked if the times could be adjusted to allow her to attend. The Town Clerk noted that the meeting schedule will be discussed by full Council in time for the new civic year.

It was **unanimously resolved** to hold the next meeting on Thursday 4th April 2024 at 10:00 am

Signed _____ Date _____

The meeting closed at 11:40 pm

Jess Palmer
Community Officer

Signed _____ Date _____