



# Saxmundham Town Council

## Events and Communications Committee

Minutes of the Events and Communications Committee Meeting Monday 13<sup>th</sup> November  
2023 at 10.00 am at the Town House, Station Approach, Saxmundham

### Committee Members:

Cllr J Sandbach

Cllr. Di Eastman

Cllr. C. Hawkins

Cllr. B. Gulliford

**Also Present:** Jess Palmer, Community Officer, Jen Morcom, Deputy Town Clerk

## Minutes

- 42/23EC Apologies for Absence**  
None
- 43/23EC Declaration of Interests**  
None declared.
- 44/23EC Open Forum**  
There were no members of the public present
- 45/23EC Minutes**  
After the following amendments, it was **unanimously resolved** to accept the minutes of the previous meeting.  
Date needs amending and spelling of Cllr Gulliford's name correcting.
- 46/23EC Christmas Fayre**
- a) Street plans were reviewed. Cllr Hawkins agreed to paint street signs for directions.
  - b) Performers' schedule is complete. **Action:** Community Officer will confirm ABC Radio will provide their own Gazebo, request a schedule from the Art Station.
  - c) Electricity access was discussed as the only potentially problematic area. Community Officer is reviewing the situation day by day and requested support from High Street shops to resolve the problem.
  - d) The promotions plan for the event was reported by Community Officer.

Jess Palmer  
Community Officer  
13<sup>th</sup> November 2023