



Saxmundham Town Council

Minutes of the meeting of the Events and Communications Committee held on Thursday 4th April 2024 at the Town House, Station Approach, Saxmundham at 11:30 am.

Minutes

01/24EC

Attendees

Cllr Di Eastman (in the Chair)
Cllr Geraldine Barker
Cllr Charlotte Hawkins

Also Present

Jess Palmer (Community Officer)

Apologies

Cllr Benjamin Gulliford
Cllr James Sandbach

02/24EC

Declaration of Interests

None.

03/24EC

Open Forum

There were no members of the public present.

04/24EC

Minutes

It was **unanimously resolved** to approve the minutes of the meeting held on 22nd February 2024 as a true and accurate record.

05/24EC

Summer Arts Festival 2024

- a) The Community Officer delivered a progress report regarding the Arts Festival planning.
- b) Following a discussion, it was **unanimously resolved** to allocate £500 of the budget to the Literary Event. Cllr Di Eastman noted that in future it should be agreed ahead of time to sponsor the Literary Event to ensure the Town Council is officially connected and recognised in the marketing and event literature.
- c) It was **unanimously resolved** to accept the Palmer Group quotation for traffic management for £1,280.
- d) It was **unanimously resolved** to ratify expenditure for the SCC Highways' road closure licence at £50.
- e) It was **unanimously resolved** to ratify expenditure for three Temporary Event Notices for regulated entertainment at Fromus Green, Fromus Square and the Market Hall totalling £63.
- f) It was **unanimously resolved** to ratify expenditure for First Aid cover at £462. Cllr Di Eastman noted that St Johns Ambulance may now offer free cover in exchange for public donations and suggested this option is considered for future events.
- g) It was **unanimously resolved** to ratify expenditure for portable toilet hire at £265.

Signed _____ Date _____

06/24EC

Christmas Fayre 2024

- a) The Community Officer delivered a progress report for the Christmas Event planning. It was noted that progress has slowed due to the urgency in arranging the Arts Festival which has a much shorter lead time.
- b) The Committee considered various locations for Santa's Grotto.
Action: The Community Officer will invite Cllr Benjamin Gulliford to a meeting to draw up firmer plans.
- c) The Committee discussed the creation of a business engagement children's trail. Cllr Charlotte Hawkins suggested a format involving children collecting stickers from inside businesses to encourage footfall. Cllr Di Eastman suggested that the Art Station may be a good collaborator for this project.
Action: The Community Officer to contact the Art Station.
- d) Cllr Di Eastman reported that no progress has been made to involve the Church with a service around the Christmas Tree.
Action: The Community Officer to progress.
- e) It was **unanimously resolved** not to spend £800 to secure a roasted chestnut seller for the event.
- f) It was **unanimously resolved** to accept the Palmer Group quote for traffic management for £1280.
- g) It was **unanimously resolved** to ratify expenditure for the SCC Highways' road closure licence at £50.
- h) It was **unanimously resolved** to ratify expenditure for two Temporary Event Notices for regulated entertainment at Fromus Square and the Market Hall totalling £42.

07/24EC

VE Day 2025

- a) The Committee expressed a preference for interactive activities, particularly those themed around the Home Front with a focus on children and families.
Action: The Community Officer will speak to the following local stakeholders with an aim to forming a cohesive plan: The Royal British Legion, Saxmundham Church, Saxmundham Museum and Saxmundham Primary School.
- b) The Committee suggested hosting an exhibition or activity in the Market Hall during the day followed by a tea dance in the evening.
Action: The Community Officer to request the Town Clerk to ascertain the plans of neighbouring Town Councils.

08/24EC

Logos

- a) The Community Officer circulated six draft Town Council logo designs. It was **unanimously resolved** that none of the logos are appropriate in their current format. Feedback was given and it was **unanimously resolved** to accept an estimate for the final design from Silverlace Creative at £490 for logo options and a branding pack. The options will be referred to Full Council for the final decision.

Signed _____ Date _____

- b) The Community Officer made a recommendation to add Committee logos to the website to make the meetings and agendas page easier to navigate.
Action: Community Officer to begin working on this project.
- c) Cllr Di Eastman noted the Councillor bios and Register of Interests on the website need updating.
Action: Cllr Di Eastman to raise this at the Annual Meeting and ask Councillors to review their entry and photo and submit any changes to the Community Officer. The Community Officer will ensure the links to the Register of Interests are up to date and Councillors will be reminded at the Annual Meeting to review their Registers of Interest.

09/24EC Saxmundham Primary School Fete

It was **unanimously resolved to** allow Saxmundham Primary School PTA to place promotional signs for their Summer Fete at the front of the Town House, in Chantry Park and in Seaman Avenue play parks. They will be responsible for siting them safely and maintaining them while they are present.

The meeting closed at 11:30 am.

Jess Palmer
Community Officer

Signed _____ Date _____