



Saxmundham Town Council

Minutes of the meeting of the Events and Communications Committee held on Thursday
6th June 2024 at the Town House, Station Approach, Saxmundham at 12:15 pm.

Minutes

10/24EC

Attendees

Cllr Charlotte Hawkins
Cllr Di Eastman
Cllr Geraldine Barker

Also Present

Jess Palmer (Community Officer)

Apologies

Cllr James Sandbach
Cllr Benjamin Gulliford

In the absence of the Chair, Cllr Geraldine Barker was appointed to chair the meeting.

11/24EC

Declaration of Interests

None.

12/24EC

Open Forum

None.

13/24EC

Minutes

It was **unanimously resolved** to approve the minutes of the meetings held on 2nd May 2024 and 31st May 2024 as a true and accurate record.

14/24EC

Summer Arts Festival 2024

The Town Clerk shared the updated income and expenditure report. It was noted that the predicted overspend was agreed by the Resources Committee on 7th May 2024.

The Community Officer shared the street plan and indoor market plan for the event. She notified the Committee that the feedback meeting is scheduled for 27th June 2024 and she welcomed Councillors to attend or send their feedback via the Community Officer for collation.

15/24EC

Christmas Fayre 2024

The Community Officer gave a brief update on plans for Christmas Fayre including that the indoor market is now sold out and bookings for the street market need to be promoted.

16/24EC

Love Your Local Market

A discussion took place around the National 'Love Your Market' campaign and whether the Town Council believed the weekly or monthly markets in Saxmundham could benefit from engaging with it. There was unanimous support for co-ordinating a campaign for the 2025 Saturday markets. Cllr Geraldine Barker noted the importance of demonstrating that we are supporting the traders with sufficient marketing.

Action: The Community Officer will engage with the Amenities and Services Committee to co-ordinate a campaign.

Signed _____ Date _____

17/24EC Annual Town Meeting 2024

The Community Officer delivered feedback from attendees and contributors. The event was praised for being informative and bringing the town together. Community groups enjoyed the opportunity to network and discover more about what is happening in the town. It was noted that a common problem for all the groups present is recruiting and retaining volunteers. The Committee suggested holding a separate volunteering fair on a Saturday morning, perhaps during National Volunteering week.

Action: The Community Officer will conduct preliminary investigations into hosting a volunteering fair and gather a list of local organisations who may wish to participate.

18/24EC Sax Music Festival 2024

Cllr Di Eastman noted that the invitation to take a stand in Sax Music Festival's community area represents a good opportunity to engage with members of the public about issues relevant to them and their town. Cllr Charlotte Hawkins stated that she would like to encourage people to get involved with the Council, perhaps filling the casual vacancy. Cllr Geraldine Barker would like to use the event as an opportunity to encourage young people to get involved in the Energy Projects Working Group.

It was **unanimously resolved** that the Town Council's involvement will take the following format:

- Sign-up forms for volunteer roles including Green Team, Blue Spaces, current working groups, become a Councillor.
- "It's your future" Ask questions about the Garden Neighbourhood, converter station builds, Sizewell C and other 'big picture' issues facing Saxmundham and gather responses in a suggestion box.
- A pull-up banner.
- A sorting activity denoting various responsibilities and who takes ownership of them with options of Town Council, East Suffolk Council, Suffolk County Council and ask people to pin them into the correct place. There is known public confusion regarding the division of these responsibilities and the activity will offer a good opportunity for dialogue.

Action: The Community Officer will research indicative costs for the activity and create a suggested rota inviting Councillors to sign up for a slot.

19/24EC Next Meeting

The Committee noted the date and time of the next meeting which is scheduled for Thursday 4th July 2024 at 11:30 am.

The meeting closed at 1:15 pm.

Jess Palmer
Community Officer

Signed _____ Date _____