



Saxmundham Town Council

Minutes of the meeting of the Events and Communications Committee held on Thursday
6th February 2025 at the Town House, Station Approach, Saxmundham at 2:30 pm.

Minutes

52/24EC

Attendees

Cllr Nick Jackson
Cllr Geraldine Barker
Cllr John Findlay (Ex Officio)
Cllr James Sandbach (part of the meeting)

Apologies

None

Also Present

Jess Palmer (Community Officer)

53/24EC

Declaration of Interests

There were no declarations of interest or requests for dispensations from members on matters in which they have a disclosable pecuniary interest, other registerable interest, or non-registerable interest.

54/24EC

Open Forum

There were no members of the public present.

55/24EC

Minutes

It was **unanimously resolved** to approve the minutes of the meeting held on 19th December 2024 as a true and accurate record.

56/24EC

Events

- a) The Community Officer shared a report detailing some options for commemorating VE and VJ Day on their 80th anniversary. The Committee voiced support for working in collaboration with Sax Community Fest to host a 1940s themed picnic brunch on 9th August however Cllr Geraldine Barker noted that this date is the anniversary of the Nagasaki bomb, therefore it was decided that a celebration on this date would be inappropriate. The Committee noted that a picnic brunch on 15th August is a possibility, though the infrastructure for Saxmundham Community Fest would not be available.

Action: The Community Officer will liaise further with the Royal British Legion to find a more suitable date and way to mark the occasion.

Cllr Sandbach arrived and apologised to the Chair for being late.

- b) The Clerk delivered a report detailing the lessons learned following the Christmas Fayre 2024 and offered two options for Christmas Events in 2025. The Committee were in favour of using the Church or the Fromus Centre to host family-friendly aspects of the Fayre.

It was **unanimously resolved** to proceed with option one: a large-scale street fair and indoor market with entertainment, following the blueprint of previous years to be held on Saturday 6th December.

The Committee also **unanimously resolved** the following:

Signed _____ Date _____

- The event will have no set theme this year.
- To add music on the Market Hall stage.
- To include a ticketed family-entertainment element in an indoor venue.
- The event will take place from 3:00 – 7:00 pm with the lights switch on at 3:45 pm.
- The lights in the High Street and on the Christmas tree will not be switched on before the December 6th event.

Action: The Community Officer will research some options for street entertainment, indoor children's entertainment indoors and will open bookings for traders. The Community Officer will liaise with The Deputy Town Clerk regarding some changes the Committee requested regarding the Christmas lights.

Cllr James Sandbach suggested that long-term input from Councillors, volunteers and stakeholders may be beneficial in the early stages of planning.

Action: The Community Officer will look to form a working party.

- c) The Committee noted that the Town Clerk has applied for a grant from ESC to support the Christmas event.

57/24EC

Branding and Digital Audit

- a) Cllr Nick Jackson delivered a summary report of the Branding Workshop which took place in January 2025 with Councillors and people that live and work in Saxmundham in attendance.
- b) Cllr Nick Jackson delivered an update on progress to create a new website for residents and visitors. The Community Officer shared website audit reports, highlighting that the errors and issues with the saxmundham.org have significantly reduced in the last 18 months which coincides with her return from maternity leave and the appointment of a new Town Clerk.
- c) The Committee discussed advice from the Digital Towns consultant to purchase a list of relevant domains. It was unanimously resolved to purchase visitsaxmundham.co.uk, visitsaxmundham.com, visitsaxmundham.org, saxmundhamsuffolk.co.uk, saxmundhamsuffolk.com, saxmundhamsuffolk.org and saxmundham.co.uk for two years each.

58/24EC

Communication

- a) The Committee considered expenditure for three images from a local photographer. It was **unanimously resolved** to purchase image two and three, for non-exclusive use in digital and print formats at a cost of £150 total.

Cllr James Sandbach left the meeting.

- b) The Community Officer proposed that the use of symbols, associated with each Town Council committee would make the meetings schedule and website easier to navigate for staff, Councillors and members of the public. The Committee **unanimously resolved** expenditure up to £100 to have these designed and implemented. Cllr Geraldine Barker advised the Community Officer to wait until committee structure for 2025-2026 is formalised before action is taken.

59/24EC

Policies

- a) The review of the Communications Policy was deferred until the next meeting.
- b) The review of the Website Accessibility Statement was deferred until the next meeting.

60/24EC

Next Meeting

Signed _____ Date _____

The Committee noted the next meeting is scheduled for Thursday 6th March at 11:30am. Cllr Geraldine Barker gave apologies in advance.

Action: The Community Officer will seek an alternative meeting date.

The meeting closed at 16:25pm.

Jess Palmer
Community Officer

Signed _____ Date _____