



Saxmundham Town Council

Minutes of the meeting of the Events and Communications Committee held on Thursday
17th March 2025 at the Town House, Station Approach, Saxmundham at 2:30 pm.

Minutes

61/24EC

Attendees

Cllr Nick Jackson
Cllr Geraldine Barker
Cllr John Findlay (Ex Officio)

Apologies

Cllr James Sandbach

Also Present

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

62/24EC

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.

63/24EC

Open Forum

There were no members of the public present.

64/24EC

Minutes

It was **unanimously resolved** to approve the minutes of the meeting held on 6th February 2025 as a true and accurate record.

65/24EC

Matters Arising

- a) The Community Officer delivered an update on the status of the website project and plans to commission designs for Committee symbols, both projects are ongoing.
- b) The Committee noted that the Communications Policy had been approved by the Town Council despite not being recommended by the Committee. The Town Clerk explained that the policy required further review and will therefore be tabled for approval by the Committee shortly.

65/24EC

Events

- a) VE Day: It was **unanimously resolved** to hold a VE Day picnic to coincide with the Saturday market on 10th May. Subject to the landowner's permission, the Committee identified the fenced area in Fromus Square as their preferred location. The Committee noted the short timescales and agreed that, if possible, a band should be hired, bunting erected, and they suggested key people to invite.
- b) The Committee noted that a bid for funding from the East Suffolk Council Arts and Culture Grant Scheme was unsuccessful. However, a grant of £5,000 has been awarded from the Town Economic Development Team for increased staffing resource to support events.

66/24EC

Next Meeting

The next meeting is scheduled for Thursday 1st May at 11:30am.

Signed _____ Date _____

The meeting closed at 12:15 pm

Jess Palmer
Community Officer

Signed _____ Date _____