



Saxmundham Town Council

Minutes of the meeting of the Events and Communications Committee held on Thursday
1st May 2025 at the Town House, Station Approach, Saxmundham at 11:30 am

Minutes

01/25EC

Attendees

Cllr Nick Jackson (Chair)
Cllr Geraldine Barker
Cllr James Sandbach
Cllr John Findlay (Ex Officio)

Apologies

None

Also Present

Jess Palmer (Community Officer)

02/25EC

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.

03/25EC

Open Forum

There were no members of the public present.

04/25EC

Minutes

It was **unanimously resolved** to approve the minutes of the meeting held on 17th March 2025 as a true and accurate record.

05/25EC

Events in Saxmundham

- a) The Community Officer updated the Committee on plans for commemorating VE Day. Cllr Geraldine Barker agreed to request Waitrose to open their café doors and/or place tables on their patio area and the Town Clerk will be requested to invite key local people to the event.
- b) The Committee noted that bookings for the Christmas street market and craft fair are now open with some bookings received. The Community Officer informed the Committee that she is researching and contacting possible street performers.
- c) The Community Officer delivered an update regarding the Committee's request for changes to the Christmas lighting. This was considered by the Amenities and Services Committee who instructed the Deputy Town Clerk to investigate the cost and practicality. Following a request from Cllr Nick Jackson, it was **unanimously resolved** to request the Amenities and Services Committee to consider excluding the lamppost motifs this year.
- d) The Committee considered information received from RPM Display regarding a potential stunt-bike demonstration and slack-lining workshop. Following a suggestion from Cllr Geraldine Barker, it was **unanimously resolved** to offer these activities in sponsorship of the Saxmundham Community Festival to increase the provision of free activities for children.

Signed _____ Date _____

- e) The Community Officer delivered a proposal to engage with the Suffolk Wild Words project as a means of fostering creativity, engaging the community and continuing the positive impact of the Literary Event at the 2024 Sax Arts Fest. It was **unanimously resolved** to invite Wild Words to Saxmundham, noting that coinciding with September's Saturday Market would be preferable and could also involve storytelling and other enrichment activities.
- f) The Committee noted the success of the recent community litter picking sessions and suggested that any Volunteer Week activity should also be visibly led by Councillors to maximise its impact. It was **unanimously resolved** to engage with local charitable or voluntary organisations, offering Councillors to volunteer for the day, as well as promoting the organisations' work and requirements for further support.

06/25EC Following a discussion about community events for 2026, the Community Officer agreed to investigate the cost and viability of the proposals and report back.

07/25EC Branding and Identity

Cllr Nick Jackson presented his document summarising progress with rebranding and his intention to have it incorporated into the Strategic Plan. Cllr Jackson informed the Committee that the next stage is to explore options on how to present and implement this.

08/25EC Next Meeting

The Committee noted that the next meeting is scheduled for Thursday 3rd July at 11:30am. Cllr Geraldine Barker gave apologies.

The meeting closed at 12:45 pm.

Jess Palmer
Community Officer

Signed_____ Date_____