



Saxmundham Town Council

Members of the Civic and Community Committee are summoned to attend a meeting on Thursday 8th January 2026 at 11:30 am at the Town House, Station Approach, Saxmundham

Agenda

1. Attendance and Apologies for Absence

2. Declaration of Interests

To receive any declarations of interest and to consider requests for dispensations from members on matters in which they have a disclosable pecuniary interest, other registerable interest, or non-registerable interest.

3. Open Forum

Members of the public may give their views on items on this agenda or raise items for future consideration.

4. Minutes

To resolve that the minutes of the meeting held on 6th November 2025 are a true and accurate record.

5. Finance

To receive the Budget versus Actual Income and Expenditure report as at 31st December 2025.

6. Events

- a) To review the post-event analysis for Saxmundham Christmas Fayre 2025.
- b) To set a date for Saxmundham Christmas Fayre 2026.
- c) To delegate authority to the Community Officer to make all necessary arrangements for the Christmas Fayre 2026, including expenditure, within an overall budget of £7,500.

7. Communication

To receive an update about the delivery of the destination website. (*Annual Delivery Plan 1.1*)

8. Markets

To note the change in operational responsibility for the delivery of Markets in Saxmundham, which will now sit with the Deputy Town Clerk. (*Annual Delivery Plan 2.4*)

9. Community Grants

- a) To receive the five-year Grants Awarded Report.
- b) To consider an application from Saxmundham Music and Arts CIC for £5,000 for digital promotion costs relating to Saxmundham Community Festival 2026.

10. Visitor Economy Support Scheme

To receive an update from the Community Officer regarding the mystery visitor audit and market health check.

11. Next Meeting

To note the date and time of the next meeting scheduled for Thursday 5th March 2026 at 11:30 am.

Sharon Smith
Town Clerk
2nd January 2026