



Saxmundham Town Council

Minutes of the meeting of the Civic and Community Committee held on Thursday
6th November 2025 at the Fromus Centre, Street Farm Road, Saxmundham at 11:30 am

Minutes

21/25CC

Attendees

Cllr John Findlay (Chair)
Cllr Geraldine Barker
Cllr Georgina Burns

Apologies

Cllr Laura Purina
Cllr James Sandbach – none received
Cllr Steve Peck – none received
Cllr Tim Lock – none received

Also Present

Sharon Smith (Town Clerk)
Two representatives from ESC's Economic Development Team

22/25CC

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.

23/25CC

Open Forum

None.

24/25CC

Minutes

It was **unanimously resolved** to approve the minutes of the meeting held on 4th September 2025 as a true and accurate record.

25/25CC

Visitor Economy Support Scheme

Representatives from East Suffolk Council's Economic Development Team attended the meeting and outlined the role of their team and the scope of the Visitor Economy Support Scheme (VESS). They explained that a specific budget has been allocated to each market town, and they are keen to use these funds to support projects that reflect local priorities. The VESS scheme particularly encourages new, locally led pilot projects that unlock opportunities to support the visitor economy.

The Committee then received a report from the Town Clerk outlining project ideas previously discussed with the team. Following exploration of further ideas for potential funding, the Committee **unanimously resolved** to progress an application comprising:

- Commissioning a professional illustrator to produce four bespoke hand-drawn images of Saxmundham landmarks, supplied as high-resolution digital files with a standard commercial licence for use across the new destination website and town signage. (*Annual Delivery Plan 1.2*)
- Commissioning new directional signage for Fromus Square and the supermarket areas to encourage visitors to explore the town centre and Fromus Green. (*Annual Delivery Plan 1.5*)
- Developing a proposal for an iron archway sign linking Fromus Square to the High Street.

Signed _____ Date _____

During discussion on the town's wider economic development, the ESC representatives proposed commissioning Suffolk Market Events to undertake a professional audit and review of Saxmundham's markets. The audit would include a site visit and a written report providing recommendations to revitalise the markets and strengthen their contribution to the town's visitor economy. It was noted that Suffolk Market Events have undertaken similar work for Halesworth and Beccles Town Councils, and that ESC has offered to cover the cost of the audit, which could also include consideration of the Market Hall as a potential market venue within its scope. The Committee received the proposal favourably and it was **unanimously resolved** that the Town Clerk should progress arrangements for the audit in partnership with East Suffolk Council. (*Annual Delivery Plan 2.4*)

26/25CC Annual Delivery Plan

The Committee reviewed progress against the current year's Annual Delivery Plan and agreed that outstanding actions would be carried forward to the next year's plan. The Town Clerk reported that Sax Community Fest intends to extend its programme to include a Sunday and proposed that the Town Council provide entertainment on that day, making use of the infrastructure already in place. The Committee received the proposal positively and supported the suggestion in principle.

27/25CC Christmas Fayre

The Committee received an update about plans for the Christmas Fayre. The Town Clerk raised concerns regarding the level of staff time currently required to resource the event, noting that it appears to be taking up most of the Community Officer's 20 contracted hours per week in the three months leading up to the Fayre. Members agreed that this level of input is disproportionate for a four-hour event and that resourcing requirements for future years will need to be carefully considered and monitored. It was also noted that lessons should be learned from this year's planning process to build more effectively upon work carried out for previous events, streamlining preparation in future.

Cllr Geraldine Barker suggested that Cllr Georgina Burns might be able to assist next year, drawing on her professional skills and experience in organising large theatrical events. Cllr Burns welcomed the proposal in principle, subject to her time and availability given her other commitments. (*Annual Delivery Plan 3.11*)

28/25CC Finance

- a) The Committee noted the budget versus actual and expenditure report to 31st October 2025.
- b) It was **unanimously resolved** to ratify expenditure for the Remembrance Sunday commemoration events.

29/25CC Community Grants

- a) The Committee noted the five-year Grants Awarded Report. (*Annual Delivery Plan 3.9*)
- b) An application for £50 from the Women's Institute for £50 to support the Remembrance Sunday events was considered. It was **unanimously resolved** to approve the grant request in full.
- c) An application from Greener Sax Community Garden for £2,000 to carry out tree surgery at the Community Garden was considered. It was **resolved by majority** to approve the grant request in

Signed _____ Date _____

full.

- d) An application from the Art Station for £5,000 towards Sax Arts Fest 2026 was considered. It was **unanimously resolved** to approve the grant request in full.

30/25CC Policies

It was **unanimously resolved** to approve the annual review of the Community Events Policy and recommend it to Full Council for approval.

31/25CC Next Meeting

The Committee noted that the next meeting is scheduled for Thursday 8th January 2026 at 11:30 am.

The meeting closed at 1:30 pm

Sharon Smith
Town Clerk

Signed _____ Date _____



Saxmundham Town Council

Minutes of the meeting of the Civic and Community Committee held on Thursday
8th January 2026 at the Town House, Station Approach, Saxmundham at 11:30 am

Minutes

32/25CC

Attendees

Cllr John Findlay (Chair)
Cllr Laura Purina

Also Present

Jess Palmer (Community Officer)

Apologies

Cllr Geraldine Barker
Cllr James Sandbach – none received
Cllr Steve Peck
Cllr Tim Lock
Cllr Georgina Burns – none received

The Chair declared the Committee meeting inquorate and closed the meeting.

The meeting closed at 11:40 pm

Jess Palmer
Community Officer

Signed _____ Date _____

Town Council Budget Versus Actual Income and Expenditure 2025-2026

Line Number	Cost Centre	Nominal Code	Item	Approved Budget 2025-2026	Income and Expenditure 31/12/25	Committed 31/12/25	Actual Plus Committed 31/12/25	Actual Plus Committed Percentage	Forecast Income and Expenditure to 31/03/26	Forecast Total to 31/03/26	Forecast Percentage to 31/03/26	Forecast Surplus/Deficit
			INCOME									
			RESOURCES COMMITTEE									
1	100	1076	Precept	£ 278,037	£ 278,037	£ -	£ 278,037	100%	£ -	£ 278,037	100%	
4	103	1090	Bank Interest	£ 4,000	£ 2,856	£ -	£ 2,856	71%	£ 2,840	£ 5,696	142%	£ 1,696
			Total	£ 282,037	£ 280,893	£ -	£ 280,893		£ 2,840	£ 283,733		
			CIVIC AND COMMUNITY COMMITTEE									
6	105	1100	Market Stallage/Christmas Event	£ 1,800	£ 2,180	£ -	£ 2,282	127%		£ 2,282	127%	£ 482
			Total	£ 1,800	£ 2,180	£ -	£ 2,282		£ -	£ 2,282		
			AMENITIES AND SERVICES COMMITTEE									
7	107	1110	Land Rental	£ 603	£ 651	£ 2	£ 651	108%	£ -	£ 651	108%	£ 48
			Total	£ 603	£ 651	£ 2	£ 651		£ -	£ 651		
			TOTAL INCOME	£ 284,440	£ 283,724	£ 2	£ 283,826		£ 5,680	£ 286,666		£ 2,226
			EXPENDITURE									
			STAFFING COMMITTEE									
9	120	4000	Salaries	£ 125,683	£ 93,807	£ 33,023	£ 121,831	97%		£ 121,831	97%	£ 3,852
10	120	4050	Staff Expenses	£ -	£ 39	£ -	£ 39			£ 39		£ 39
11	120	4055	Payroll Service	£ 350	£ 186	£ 186	£ 372	106%		£ 372	106%	£ 22
12	120	4060	Recruitment	£ 100	£ -	£ -	£ -	0%		£ -	0%	£ 100
13	120	4095	Staff Training and Development	£ 2,500	£ 2,901	£ 252	£ 3,153	126%		£ 3,153	126%	£ 653
14	140	4120	Councillor Training and Development	£ 300	£ 1,454	£ -	£ 1,454	485%		£ 1,454	485%	£ 1,154
			Total	£ 128,933	£ 98,387	£ 33,461	£ 126,849		£ -	£ 126,849		
			RESOURCES COMMITTEE									
15	140	4105	Councillor Expenses	£ 50	£ 146	£ -	£ 146	292%		£ 146	292%	£ 96
16	140	4275	Elections Contingency	£ 1,000	£ -	£ 1,000	£ 1,000	100%		£ 1,000	100%	£ -
17	160	4200	Town House Cleaning	£ 3,000	£ 1,926	£ -	£ 1,926	64%	£ 950	£ 2,876	96%	£ 125
18	160	4205	Town House/Youth Booth Utilities	£ 3,200	£ 1,969	£ -	£ 1,969	62%	£ 1,231	£ 3,200	100%	£ -
19	160	4210	Town House Refuse Collection	£ 1,250	£ 1,268	£ 150	£ 1,418	113%		£ 1,418	113%	£ 168
20	160	4220	Meeting Room Hire	£ 600	£ 825		£ 825	138%	£ 48	£ 873	146%	£ 273
21	160	4228	Financial Software	£ 3,500	£ 3,261	£ 1,898	£ 1,363	39%		£ 1,363	39%	£ 2,137
22	160	4230	Internal and External Audit	£ 1,250	£ 1,154	£ -	£ 1,154	92%		£ 1,154	92%	£ 96
23	160	4235	Bank Charges	£ 153	£ 149	£ -	£ 149	97%	£ 45	£ 194	127%	£ 41
24	160	4240	Photocopier Lease and Toner	£ 2,000	£ 1,482	£ 249	£ 1,731	87%	£ 375	£ 2,106	105%	£ 106
25	160	4245	Stationery	£ 1,300	£ 444	£ -	£ 444	34%	£ 150	£ 594	46%	£ 706
26	160	4250	Subscriptions	£ 1,800	£ 2,047	£ 7	£ 2,054	114%		£ 2,054	114%	£ 254
27	160	4255	IT Support	£ 4,050	£ 4,030	£ 1,352	£ 5,382	133%		£ 5,382	133%	£ 1,332
28	160	4260	Telephone and Broadband	£ 1,000	£ 680	£ 225	£ 905	91%		£ 905	91%	£ 95
29	160	4265	Town House Equipment and Supplies	£ 1,000	£ 1,289	£ -	£ 1,289	129%		£ 1,289	129%	£ 289
30	160	4270	Insurance	£ 1,800	£ 4,953	£ 2,822	£ 2,131	118%		£ 2,131	118%	£ 331
31	310	4615	Legal Consultancy	£ 1,000	£ 750	£ -	£ 750	75%		£ 750	75%	£ 250
32	310	4705	Project Consultancy	£ 6,000	£ 3,803	£ 2,000	£ 5,803	97%		£ 5,803	97%	£ 197
33	170	4300	Town House - PWLB Repayment	£ 10,700	£ 10,689	£ -	£ 10,689	100%		£ 10,689	100%	£ 11
34	170	4406	Gannon Institute - PWLB Repayment	£ 2,903	£ 1,465	£ 1,438	£ 2,903	100%		£ 2,903	100%	£ 0
			Total	£ 47,556	£ 42,330	£ 1,700	£ 44,030		£ 2,799	£ 46,828		
			CIVIC AND COMMUNITY COMMITTEE									
35	200	4400	Newsletter and Publicity	£ 1,500	£ 1,055	£ -	£ 1,055	70%		£ 1,055	70%	£ 445
36	200	4405	Website Support and Development	£ 4,000	£ 4,563	£ 1,275	£ 5,838	146%		£ 5,838	146%	£ 1,838
37	140	4100	Chairs Civic Allowance	£ 400	£ 310	£ -	£ 310	78%	£ 90	£ 400	100%	£ -
38	200	4825	Markets Support	£ 500	£ 289	£ -	£ 289	58%	£ 211	£ 500	100%	£ -
39	300	4555	Community Grants	£ 34,500	£ 26,300	£ -	£ 26,300	76%	£ 8,200	£ 34,500	100%	£ -
40	320	4505	Events	£ 10,000	£ 5,829	£ 1,339	£ 7,167	72%	£ 2,833	£ 10,000	100%	£ 0
41	320	4560	Christmas Lights and Trees	£ 6,700	£ -	£ 6,630	£ 6,630	99%		£ 6,630	99%	£ 70
			Total	£ 57,600	£ 38,346	£ 9,244	£ 47,589		£ 11,334	£ 58,923		
			AMENITIES AND SERVICES COMMITTEE									
42	600	4670	Town House Building Maintenance	£ 250	£ 1,323	£ 620	£ 1,943	777%		£ 1,943	777%	£ 1,693
43	160	4285	Town House Health and Safety	£ 1,100	£ 1,077	£ -	£ 1,077	98%		£ 1,077	98%	£ 23
			Total	£ 1,350	£ 2,400	£ 620	£ 3,020		£ -	£ 3,020		
			AMENITIES AND SERVICES COMMITTEE									
44	500	4829	Memorial Field	£ 6,000	£ 2,045	£ 3,188	£ 5,233	87%		£ 5,233	87%	£ 767
45	500	4830	Street Furniture	£ 3,000	£ 2,127	£ 903	£ 3,030	101%		£ 3,030	101%	£ 30
46	500	4810	Green Team Activities	£ 3,000	£ 1,665	£ 192	£ 1,857	62%	£ 143	£ 2,000	67%	£ 1,000

Trials to get space / text sizing right



Token brand located * Header menu green * Primary menu dark blue

Community

News

What's On



Shop

Eat

Explore +

Things to do



Discover Saxmundham - Suffolk's Market Town Gateway to



Discover Saxmundham - Suffolk's Market Town Gateway to the Heritage Coast

Saxmundham is an historic Market Town

Many of the charming shops and houses in the town are of Georgian or Victorian appearance, and some are older dating back to Elizabethan times – such as Morris Cottages and Angel Yard in the Market Place.



Free WiFi is available within the town's WiFi zone, making it easy for you to get online during your visit. [Safe surfing and privacy notices click here](#)

[Read More](#)

A Great Base for Exploring

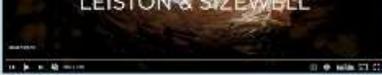
With its great access by rail and road, Saxmundham acts as a gateway to visiting many of the nearby fabulous spots along the coast such as Snape Maltings, Thorpeness, Aldeburgh and RSPB Minsmere Nature Reserve to name but a few.

[Read More](#)

Saxmundham Directory

Saxmundham has many great businesses, and we want to help you discover them! To find a shop, service or other business in town, please click on the category of business below, and then click on the individual businesses listed to get detailed information about them.





Upcoming Events

- 27** **All day**
Lorem ipsum dolor sit amet, consectetur adipiscing elit facilisis.
- 9** **4:00 pm - 8:00 pm**
Lorem ipsum dolor sit amet, consectetur adipiscing elit facilisis.
- 20** **All day**
Lorem ipsum dolor sit amet, consectetur adipiscing elit facilisis.
- 22** **12:00 pm - 6:00 pm**
Lorem ipsum dolor sit amet, consectetur adipiscing elit facilisis.

Get Involved

- Saxmundham Museum**
Saxmundham Museum is located on the High Street and open from Easter through to October. It provides a charming insight into the thriving market town of years gone by.
[Museum - What's on](#)
- Gannon Rooms**
Saxmundham's Gannon institute, more commonly known as the German Rooms, is a charming period building located on Station Approach.
[What's on](#)

Shape Saxmundham's Future
Saxmundham Town Council currently has a vacancy, and we're looking for someone with ideas, energy, and a desire to make a difference.
[Read More](#)

Free Wi-Fi in Saxmundham
East Suffolk Council also provides free access to Wi-Fi in towns across the district. Saxmundham is part of this scheme.
[Read More](#)

Explore and Enjoy Saxmundham

Explore and Enjoy Saxmundham & Beyond

Saxmundham is an historic Market Town close to the Suffolk Coast, on the old Coach & horse route from London to the Continent. Many of the charming shops and houses in the town are of Georgian or Victorian appearance, and some are older dating back to Elizabethan times – such as Monks Cottages and Angel Yard in the Market Place.

[Read More](#)



Great access by rail and road

Great access by rail and road

Today it has a busy high street and offers great access by rail and road to many of the nearby 'must see' places to visit, providing an excellent touring base to explore the Suffolk Coast. The town boasts a number of cafes, pubs and restaurants along with a diverse selection of independent shops, plus the area's only Waitrose supermarket.

[Read More](#)

The River Fromas

Set in the valley of the River Fromas – a tributary of the Aids, Saxmundham has possessed a market charter since 1272 AD right up to the present day, with a market held every Wednesday.

There are a wide variety of buildings to be seen in the town including many from the Victorian and Georgian eras and even a few which date back to Tudor times. When the BBC House Detectives visited Monks Cottages they uncovered many original Tudor features including stud work, plaster and honestair reinforced walls as well as inglenook fireplaces, ornate carved oak beams and large oak floor boards.



VISIT SAXMUNDHAM

With thanks to East Suffolk Council for their grant funding

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Website by Xtrahead & Unicorn Designers



Grants Awarded - Five Year Report

Organisation	Reason	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	Total
Market Hall Trust	Operating Costs	£16,000	£16,000	£16,000	£16,000	£0	£64,000
IP17 Good Neighbours Scheme	Operating Costs	£13,000	£13,000	£10,000	£7,500	£10,000	£53,500
Saxmundham Music and Arts CIC	Events Support		£4,000	£2,400	£5,000	£5,000	£16,400
Young People Taking Action (CYDS)	Operating Costs			£3,000	£5,000		£8,000
Citizens Advice Service	Operating Costs	£1,500	£1,500		£2,000	£2,000	£7,000
The Art Station	Operating Costs		£1,200	£1,500	£1,500	£5,000	£9,200
Saxmundham Adventure Playground	Equipment	£3,000		£1,000			£4,000
Saxmundham Museum	Operating Costs		£1,000	£1,250	£1,250	£1,350	£4,850
Britten Pears Arts	Events Support	£500	£960	£1,000	£1,000		£3,460
Saxmundham and District CIC	Equipment	£2,000		£1,000			£3,000
Disability Advice Service	Operating Costs	£1,000	£1,000				£2,000
Saxmundham Football Sports Club	Equipment		£1,000				£1,000
Royal British Legion	Operating Costs		£1,000				£1,000
St John's Church	Equipment	£850					£850
Greener Sax Community Garden	Equipment	£500		£300		£2,000	£2,800
Communities Together	Operating Costs				£500		£500
Marie Curie Care	Operating Costs	£500					£500
Suffolk Accident Rescue Services	Operating Costs				£500	£500	£1,000
Smile Community Café	Events Support			£450			£450
Mens Sheds	Equipment	£446					£446
Saxmundham Sports Bowls Club	Equipment				£445		£445
Station Adopters	Equipment			£380			£380
Saxmundham Mingle Club	Operating Costs		£300				£300
Saxmundham Bowls Club	Equipment			£250			£250
Alde Valley Family History Society	Operating Costs				£250		£250
Saxon Running Club	Operating Costs				£250		£250
School Uniform Event	Events Support			£100			£100
Saxmundham Judo Club	Events Support				£100		£100
East Suffolk Travellers Association	Operating Costs				£120		£120
French Dance Music Club	Events Support			£72	£61	£250	£383
Saxmundham WI	Events Support					£200	£200
Total		£39,296	£40,960	£38,702	£41,476	£26,300	£186,734

Indicative Allocation:

	2024-2025	2025-2026
IP17 Good Neighbours Scheme	£7,500	£10,000
Saxmundham Music and Arts CIC	£5,000	£5,000
Young People Taking Action (CYDS)	£5,000	£5,000
The Art Station	£1,500	£5,000
Saxmundham Museum	£1,250	£1,500
Other Community Grants Total	£5,226	£0
Unallocated	£1,524	£8,000
	£27,000	£34,500

Remaining

£8,200



SAXMUNDHAM TOWN COUNCIL

COMMUNITY GRANTS APPLICATION FORM

Review Body: Civic and Community Committee
Policy Approved: Town Council
Review Date: March 2025
Minute Item: 146/24TC
Review Period: Annual
Next Review: March 2026



1. Applicant Details

Organisation Name: Saxmundham Music & Arts CIC (Sax Fest)

Contact Person: Terry Barrow

Position in Organisation: Director

Address: 34 Tennyson Road, Saxmundham. IP171WU

Email: saxcommunityfest@btinternet.com

Phone: 07771 877454

Registered Charity? (No) **Charity Number (if applicable):** _____

2. Project Information

Project Title: Saxmundham Community Festival (Known locally as Sax Fest)

Project Start Date: Friday 7th August 2026

Project End Date: Saturday 8th August 2026

Describe the project and its objectives:

Dear Councillors,

Saxmundham Music & Arts CIC would like to apply for a Town Council grant of £5,000 to support our social media and digital promotion costs for 2026.

Our free-entry community events continue to bring together residents, families, and visitors to celebrate local music, creativity, and culture. These events provide significant social and economic benefits to the town — supporting local traders, boosting footfall, and strengthening Saxmundham's identity as a vibrant and inclusive community hub. A selection of various organisations and agencies are involved to support local people by signposting the key support available in the community as shown above. In addition, for the families, there will be free music workshops, free circus skills workshops, free ballon modelling and free fun magic shows. The District Council BeWell bus will be in attendance supplying information on local health checks, green schemes, food distribution help and many other projects. There is also a private consultation room at the rear of the bus.

As you are probably aware we are currently in receipt of a three-year grant from Sizewell C, which supports our core event delivery. However, the social media and marketing element was not included in that grant calculation, and these costs have grown significantly as we expand our reach



and engagement. Effective digital promotion is essential to maintain attendance levels and ensure the ongoing success of our free-entry programme.

A contribution from Saxmundham Town Council would demonstrate valuable local authority support for a major event that directly benefits the community and aligns with the Council's aims of supporting arts, culture, and community wellbeing.

We would be delighted to acknowledge the Council's support publicly across our marketing channels and at our events.

Thank you for considering this request. We would welcome the opportunity to discuss it further or provide any additional information you may require.

How will this project benefit Saxmundham residents?

The event is a showcase of the town's diversity and traditions. It allows a number of local people to volunteer and become part of the largest annual event in the IP17 area. There is always a buzz around the town during the weekend it takes place, as whole families and individuals living in Saxmundham and the surrounding area gather to attend the festivities. Sax Fest creates a space where new and existing residents can interact through shared experiences, the festival reduces social tensions and fosters a sense of belonging. This approach is aligned with the identified need for activities that support mental wellbeing and community resilience. Events that focus on well-being, such as mindfulness sessions, arts and crafts, or music therapy, can provide much-needed mental and emotional support. The festival is free and attracts some 1500 to over 2000 people over the two-day period. So that no-one is disadvantaged by low/no income it is a free entry, free workshops and affordable by all. We energise people, offer them new ways of local engagement, enjoyment and promote local community participation. We focus on economic support, community cohesion, environmental awareness, and infrastructure advocacy.

Who will benefit from the project? (e.g., number of residents, target groups)

The project will benefit a wide cross-section of the Saxmundham community and surrounding areas, including:

- Local residents and their visiting families: Around 3,000–4,000 attendees are expected across our new three day free-entry events in 2026, the majority from Saxmundham and neighbouring villages.
- Young people and families: Our events provide safe and secure inclusive spaces for young people to enjoy live music and creative activities.



- Older residents: Many older residents attend and volunteer at our events, helping to reduce isolation and promote intergenerational connection.
- Local musicians, artists, and performers: We showcase emerging local talent, offering performance and exposure opportunities that are otherwise limited in rural areas.
- Local businesses and traders: Increased visitor numbers during our events bring footfall and economic benefit to the town centre, cafés, and shops.
- Community volunteers: Over 20 volunteers take part annually in event delivery, gaining experience, skills, and community pride.

By supporting our social media and promotional activities, the Town Council will help ensure greater community engagement, broader participation, and continued access to free cultural events for everyone in Saxmundham.

Have you received funding from Saxmundham Town Council before? (Yes)

If yes, please provide details:

Saxmundham Music & Arts have received a welcomed annual grant for the Town Council from inception of the event.

3. Financial Information

Total Cost of Project: £40,000

Amount of Grant Requested: £5000.

The grant will be used for professional local Social Media organisation. The grant and support from Sax Town Council over the years since our inception was explained in the Sizewell application in 2024. We explained that we have continual dialogue with all our stakeholders, to ensure total solidarity in this event over the long term with a view to sustain it. This grant is to pay for these facilities to outside agencies. This cost was not factored in to the Sizewell budget. The Sax Fest team is very small on the governance side. The object is to sustain the event over a period of the three years, take on board other younger personnel to maintain the legacy of Sax Fest. Sizewell grant team stated they also appreciate the support by local authorities for future strengthened commitment and sustainability.

Breakdown of Costs (please provide details):

In the process of being drawn up. Expected to be approx. £43,000 for infrastructure and running of event. Volunteers and directors are not paid.



Have you applied for funding from other sources? (Yes)

If yes, please provide details:

No

Will you still proceed with the project if only partial funding is received? (Yes, with reduced professional approach))

4. Supporting Documentation

Please let us know when these documents are required.

Please attach the following documents to support your application:

- A recent financial statement or bank statement.
- A copy of your organisation's constitution or governing document.
- Any additional supporting information. I have attached details of the Sizewell application submitted in October 2024.

5. Declaration

I confirm that the information provided in this application is accurate and that any grant received will be used solely for the purpose outlined in this application.

I also agree to acknowledge the support of Saxmundham Town Council in any promotional materials and to submit a grant report within six months of the project's completion.

Name: Terry Barrow

Position: Event Director

Terry Barrow

Signature:

Date: 6/11/2025

6. Submission



Completed application forms should be submitted to:

Town Clerk

Saxmundham Town Council

The Town House

Station Approach

Saxmundham

IP17 3NP

townclerk@saxmundham-tc.gov.uk 01728 604595

Applications must be received by 30th April, 31st July, 31st October and 31st January for consideration at the next relevant meeting.

For Office Use Only

Date Received: _____

Decision: Approved/Declined

Amount Awarded: £ _____

Date of Approval: _____

Minute Reference: _____



SAXMUNDHAM TOWN COUNCIL

COMMUNITY GRANTS APPLICATION FORM

Review Body: Civic and Community Committee
Policy Approved: Town Council
Review Date: March 2025
Minute Item: 146/24TC
Review Period: Annual
Next Review: March 2026



1. Applicant Details

Organisation Name: Young People Taking Action

Contact Person Stuart Watson

Position in Organisation: Manager

Address: 53 High Street, Leiston, IP164EL

Email: stuart@ypta.co.uk

Phone: 07837646619

Registered Charity? (Yes) **Charity Number (if applicable):** 1102645

2. Project Information

Project Title: NEET Work

Project Start Date: ASAP

Project End Date: for one year.

Describe the project and its objectives:

Some young people find it more difficult than others to get into employment and or training. This may be for a number of reasons: - a lack of confidence, not being able to identify the right course or training for them, not wanting to travel, not understanding the benefits of training or working or just a lack of general motivation. Through the Employability Programme we will help young people who are having problems getting in to employment or training. By giving them opportunities to look at their current skills and interests, to develop new skills, to gain self-confidence and undertake relevant accredited short courses.

How will this project benefit Saxmundham residents?

The Benefits for Young People

- Gaining employment or training
- Finding the right education pathway for them
- More self esteem and greater aspirations
- More employable
- Better able to live independently
- Feeling more supported



The Benefits for Local Community

- Less Young People not in Education or Employment
- Better skilled local work force
- Young People engaged in positive activities
- Somewhere for parents to get advice
- Young People better able to look after themselves

Who will benefit from the project? (e.g., number of residents, target groups)

Young people aged 16 to 25

**Have you received funding from Saxmundham Town Council before? (Yes)
for this type of project**

3. Financial Information

Total Cost of Project: £3,049.60

Amount of Grant Requested: £ £3,049.60

Breakdown of Costs (please provide details):

Staff cost for 2 staff 2 hour per week for 40 weeks (school term time)

Have you applied for funding from other sources? (No)

If yes, please provide details:

Will you still proceed with the project if only partial funding is received? (Yes/No)

4. Supporting Documentation

Please attach the following documents to support your application:



- A recent financial statement or bank statement.
- A copy of your organisation's constitution or governing document.
- Any additional supporting information (optional).

5. Declaration

I confirm that the information provided in this application is accurate and that any grant received will be used solely for the purpose outlined in this application.

I also agree to acknowledge the support of Saxmundham Town Council in any promotional materials and to submit a grant report within six months of the project's completion.

Name: Stuart Watson

Position: Manager

Signature: S j Watson

Date: 15/01/2026

6. Submission

Completed application forms should be submitted to:

Town Clerk

Saxmundham Town Council

The Town House

Station Approach

Saxmundham

IP17 3NP

townclerk@saxmundham-tc.gov.uk 01728 604595

Applications must be received by 30th April, 31st July, 31st October and 31st January for consideration at the next relevant meeting.

For Office Use Only

Date Received: _____



Decision: Approved/Declined

Amount Awarded: £ _____

Date of Approval: _____

Minute Reference: _____



SAXMUNDHAM TOWN COUNCIL

COMMUNITY GRANTS APPLICATION FORM

Review Body: Civic and Community Committee
Policy Approved: Town Council
Review Date: March 2025
Minute Item: 146/24TC
Review Period: Annual
Next Review: March 2026



1. Applicant Details

Organisation Name: Young People Taking Action

Contact Person Stuart Watson

Position in Organisation: Manager

Address: 53 High Street, Leiston, IP164EL

Email: stuart@ypta.co.uk

Phone: 07837646619

Registered Charity? (Yes) **Charity Number (if applicable):** 1102645

2. Project Information

Project Title: Evening Drop in Open Access

Project Start Date: ASAP

Project End Date: for one year.

Describe the project and its objectives:

The Open Access service we offer is fundamental to our ethos. It's the 'youth club' bit of our service. Open Access is an open door to any young person to join us for the evening. Through this service the young people build a sense of belonging and ownership as well as creating relationships with the staff, volunteers and other members which can help them feel confident in discussing issues of concern as well as comfortable in developing as individuals the skills and abilities needed to make the most of their potential.

How will this project benefit Saxmundham residents?

The Benefits for Young People

- Increased self-esteem and confidence.
- More positive outlook
- Fun
- Better informed
- Feeling more supported
- Reduced isolation and social marginalisation
- Developed independence and empowerment

The Benefits for Local Community

- Young People engaged in positive activities.
- Somewhere for parents to get advice



- Young People taking part in other local activities
- Less Antisocial Behavior
- Less Young People not in Education or Employment

Figure 1

Who will benefit from the project? (e.g., number of residents, target groups)

Young people aged 11 to 18

**Have you received funding from Saxmundham Town Council before? (Yes)
for this type of project**

3. Financial Information

Total Cost of Project: £4,574.40

Amount of Grant Requested: £ £4,574.40

Breakdown of Costs (please provide details):

Staff cost for 2 staff 3 hour per week for 40 weeks (school term time)

Have you applied for funding from other sources? (No)

If yes, please provide details:

Will you still proceed with the project if only partial funding is received? (Yes/No)

4. Supporting Documentation

Please attach the following documents to support your application:

- A recent financial statement or bank statement.



- A copy of your organisation's constitution or governing document.
- Any additional supporting information (optional).

5. Declaration

I confirm that the information provided in this application is accurate and that any grant received will be used solely for the purpose outlined in this application.

I also agree to acknowledge the support of Saxmundham Town Council in any promotional materials and to submit a grant report within six months of the project's completion.

Name: Stuart Watson

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Signature: S j Watson

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6. Submission

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For Office Use Only

Date Received: _____

Decision: Approved/Declined



Amount Awarded: £ _____

Date of Approval: _____

Minute Reference: _____

From: Joanne Chapman <Joanne.Chapman@eastsoffolk.gov.uk>

Sent: 16 December 2025 16:07

To: Sharon Smith <townclerk@saxmundham-tc.gov.uk>

Cc: Jess Palmer <community@saxmundham-tc.gov.uk>

Subject: Project Update

Hi Sharon,

I just wanted to update you that the mystery visitor audit is hopefully taking place this week and then possibly a return visit early in the new year (weather dependent!) so we can expect the report mid to end of January. That should then provide some potential recommendations and project ideas to take forward.

As you know Alex has agreed with the two step process for the market health check as well so hopefully we can kick start that in the new year as well ready for a March start date.

So with the website hopefully on track for completion as well there will be a nice set of projects on the go!

I hope that you both have a lovely Christmas and New Year and are able to put your feet up for some much needed rest and relaxation!

Regards,

Jo

Joanne Chapman | Place Based Programme Lead (Economic Development)

East Suffolk Council

01502 523418

www.eastsuffolk.gov.uk

www.eastsuffolkmeansbusiness.co.uk

