



Saxmundham Town Council

Minutes of the meeting of the Civic and Community Committee held on Thursday 22nd January 2026 at the Town House, Station Approach, Saxmundham at 11:30 am

Minutes

33/25CC

Attendees

Cllr John Findlay (Chair)
Cllr Laura Purina
Cllr Geraldine Barker

Also Present

Jess Palmer (Community Officer)

Apologies

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

34/25CC

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.

35/25CC

Open Forum

There were no members of the public present.

36/25CC

Minutes

It was **unanimously resolved** to approve the minutes of the meetings held on 6th November 2025 and 8th January 2026 as true and accurate records.

37/25CC

Finance

The Committee noted the budget versus actual and expenditure report to 31st December 2025.

38/25CC

Events

- a) The Committee accepted the post-event analysis compiled by the Community Officer. Cllr John Findlay noted the document's usefulness, both for Councillors to understand the event's inner workings and for review purposes. Cllr Geraldine Barker praised the success of the event and suggested that the analysis did not fully reflect all the positives. She also provided feedback on Santa's Grotto, including a proposal for an earlier finish time.
- b) The Committee **unanimously resolved** that the Christmas Fayre will take place on Saturday 5 December 2026.
- c) The Committee **unanimously resolved** to delegate authority to the Community Officer to make all necessary arrangements for the Christmas Fayre 2026. Any financial delegation will remain subject to the Council's Financial Regulations, with oversight by the Town Clerk.

39/25CC

Communication

Signed _____ Date _____

The Committee reviewed the work-in-progress designs for the new Saxmundham destination website and noted the work undertaken to date.

40/25CC Markets

The Committee noted that operational responsibility for delivery of the weekly and monthly markets has transferred to the Deputy Town Clerk.

41/25CC Community Grants

- a) The Committee noted the five-year Grants Awarded Report and endorsed the Community Officer's intention to increase outreach work next year to identify a wider variety of projects/community groups which might benefit.
- b) An application from Saxmundham Music and Arts CIC for £5,000 towards digital promotion of the Saxmundham Community Festival 2026 was considered. It was **unanimously resolved** to approve the grant request in full, with the funds to be drawn from the 2026-2027 Community Grants budget.
- c) Two applications from Young People Taking Action totalling £7,624 for staffing to support young people not in employment, education or training and the evening youth club were considered.

The Committee agreed to treat the two applications as a single application, in accordance with the Grants Policy, which permits only one application per organisation per financial year. The Committee endorsed the application; however, as the total award exceeds £5,000, **unanimously resolved** to recommend the application to Full Council for approval in line with the Council's Financial Regulations.

- d) The Committee discussed monitoring and evaluation of grant funding and noted that, while the Grants Policy provides for feedback on impact, this is not consistently implemented in practice. Councillors requested that the Community Officer introduce a formal follow-up process for all grants awarded over £500, requiring a written report after six months outlining how the funding was spent and the impact achieved.

42/25CC Visitor Economy Support Scheme

The Committee noted an update from East Suffolk Council's Place-Based Economic Development Lead regarding the town mystery visitor audit and market health check, commissioned at the Town Council's request.

The Committee received the Saxmundham Mystery Shopper Audit report, which had been delivered the previous day and was therefore not included in the meeting papers. The Committee agreed to review the report in full and requested that it be included on the agenda for discussion at the next meeting.

43/25CC Next Meeting

The Committee noted that the next meeting is scheduled for Thursday 5th March 2026 at 11:30 am.

The meeting closed at 12:40 pm

Jess Palmer
Community Officer

Signed _____ Date _____