



Saxmundham Town Council

Minutes of the meeting of the Events and Communications Committee held on Thursday
2nd May 2024 at the Town House, Station Approach, Saxmundham at 11:30 am.

Minutes

10/24EC

Attendees

Cllr Benjamin Gulliford
Cllr Di Eastman
Cllr Geraldine Barker
Cllr Charlotte Hawkins

Also Present

Jess Palmer (Community Officer)

Apologies

Cllr James Sandbach

In the absence of the Chair, Cllr Benjamin Gulliford was appointed to chair the meeting.

11/24EC

Declaration of Interests

None.

12/24EC

Open Forum

None.

13/24EC

Minutes

It was **unanimously resolved** to approve the minutes of the meeting held on 4th April 2024 as a true and accurate record.

14/24EC

Summer Arts Festival 2024

- a) The Community Officer delivered a progress report regarding the Arts Festival planning and the income and expenditure. **It was noted** that this event is now likely to be delivered over budget. **It was noted** that if the weekend level crossing closures continue into June, this could have a detrimental effect on footfall for the event.
Action: The Community Officer will contact Network Rail to enquire about their schedule of works.
- b) It was **unanimously resolved** to ratify expenditure for refuse bin hire and refuse disposal of £187.
- c) It was **unanimously resolved** to agree £200 of expenditure for postal communications via Royal Mail to ensure businesses and residents affected by the road closure are aware. Following a discussion, it was **unanimously resolved** that responsibility fell to the Art Station to make residents of Fromus Green aware of their music. Cllr Di Eastman and Cllr Geraldine Barker offered to deliver letters if the Art Station produced one.
- d) It was **unanimously resolved** not to incur further expense by hiring generators for the street market or the performance areas. It was suggested that the Town Council may approach High Street businesses and offer remuneration for use of their power supply for events.

Signed _____ Date _____

15/24EC Christmas Fayre 2024

- a) The Community Officer delivered a progress report for the Christmas Event planning and an up-to-date income and expenditure account. It was noted that the Market Hall spaces for traders are almost sold but the street market requires more traders.
- b) The Committee considered 3 options for the housing of Santa's Grotto.
Action: The Community Officer will seek a suitable location for Cllr Benjamin Gulliford's suggested 'wardrobe grotto.'
Action: The Community Officer will invite IP17GNS to a meeting to work collaboratively on the grotto.

Cllr Benjamin Gulliford left the meeting and Cllr Di Eastman was appointed to chair the meeting.

16/24EC Sax Music Fest 2024

It was **unanimously resolved** that the Town Council will have a presence at the music festival this year. It was **unanimously resolved** to refer the matter to the Town Council for their consideration and to gather members to attend.

17/24EC VE Day 2025

The Committee received an update from the Community Officer on liaison with other community stakeholders.

18/24EC Saxmundham Town Council Annual Report 2024

The Community Officer delivered an update on behalf of the Town Clerk on the progress of the Annual Report, and plans for the Annual Town Meeting were relayed to Councillors.

The meeting closed at 12:50 pm.

Jess Palmer
Community Officer

Signed _____ Date _____