



Saxmundham Town Council

Members of the Events and Communications Committee are summoned to attend a meeting on Thursday 7th November 2024 at 11:30 am at the Town House, Station Approach, Saxmundham

Agenda

1. Attendance and Apologies for Absence

2. Declaration of Interests

Councillors to declare any pecuniary interests or non-pecuniary interests and consider requests for dispensations.

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 3rd October 2024 are a true and accurate record.

5. Christmas Fayre 2024

- a. To review plans for the event, including the entertainment programme, health and safety measures, stall plans and grotto arrangements.
- b. To review the income and expenditure for the event.
- c. To consider two Christmas tree options.
- d. To consider ways in which feedback from various stakeholders and attendees is gathered, analysed and acted upon.

6. VE Day 2025

To consider ways in which the Town Council might mark the event.

7. Committee Restructuring

To receive a report and consider whether to recommend to the Town Council to consider proposals regarding Committee restructuring.

8. Town Council Logo

To note a recommendation from the Town Clerk, as Responsible Financial Officer, to postpone previously agreed expenditure of £490 for a new Town Council logo until next financial year.

9. Next Meeting

To consider amending the next planned meeting date.

Sharon Smith
Town Clerk/RFO
31st October 2024