



# Saxmundham Town Council

Members of the Events and Communications Committee are summoned to attend a meeting on Thursday 19<sup>th</sup> December 2024 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 meetings held on 3<sup>rd</sup> October 2024 and 7<sup>th</sup> November 2024 are true and accurate records.

### 5. Christmas Fayre 2024

- a) To receive the income and expenditure report.
- b) To review and contribute to a post-event analysis.

### 6. Budget 2025-2026

To consider the Committee's draft budget allocation for the financial year 2025-2026.

### 7. Civic Year 2025-2026

To consider ideas for events and community activities, including Christmas, in 2025.

### 8. Branding Workshop

To discuss the proposals for the branding workshop scheduled for 9<sup>th</sup> January 2025.

### 9. Digital Review

To progress the Town Council's decision to accept earmarked funding of £3,000 from the ESC Digital Towns initiative to undertake a review of the Town Council's website.

### 10. Committee Restructuring

To review the Town Clerk's proposals for Committee restructuring particularly the creation of a new Civic and Community Committee, the associated recommendations, and the required staffing resource.

### **11. 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.

### **12. Monolith Totem Sign**

To discuss a proposal from Suffolk County Council to install a monolith totem sign at the railway station.

### **13. Next Meeting**

To note the date and time of the next meeting which is scheduled for Thursday 6<sup>th</sup> February 2025.

**Sharon Smith**  
**Town Clerk/RFO**  
**12<sup>th</sup> December 2024**