



# Saxmundham Town Council

Members of the Events and Communications Committee are summoned to attend a meeting on Thursday 6<sup>th</sup> February 2024 at 2:30 pm 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 meeting held on 19<sup>th</sup> December 2024 are a true and accurate record.

### 5. Events

- a) To consider ideas for events and community activities in 2025-2026 including the proposals for a VJ Day event and a Christmas event.
- b) To consider applying for a grant from the East Suffolk Events, Arts and Culture Grant scheme.

### 6. Branding and Digital Audit

- a) To receive a report from the Chair about the branding workshop and to consider the next steps.
- b) To receive a report from the Chair about the digital audit meeting and to consider the next steps.
- c) To agree which domain names to register for the new Saxmundham website.

### 7. Communication

- a) To approve expenditure to purchase three Saxmundham images.
- b) To approve expenditure to commission logos for each Committee.

### 8. Policies

To consider and resolve to recommend approval of the following policies to the Town Council:

- a) the biennial review of the Communications Policy
- b) the biennial review of the Website Accessibility Statement

### 9. Next Meeting

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

Sharon Smith  
Town Clerk/RFO  
30<sup>th</sup> January 2025