



Saxmundham Town Council

Minutes of the meeting of the Events and Communications Committee held on Thursday 19th December 2024 at the Town House, Station Approach, Saxmundham at 11:30am.

Minutes

39/24EC

Attendees

Cllr Nick Jackson
Cllr Geraldine Barker
Cllr John Findlay (Ex Officio)

Apologies

Cllr Benjamin Gulliford
Cllr James Sandbach

Also Present

Jess Palmer (Community Officer)
Sharon Smith (Town Clerk)

40/24EC

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.

41/24EC

Open Forum

There were no members of the public present.

42/24EC

Minutes

It was **unanimously resolved** to approve the minutes of the meetings held on 3rd October 2024 and 7th November 2024 as true and accurate records.

43/24EC

Christmas Fayre 2024

a) The Committee noted the income and expenditure report for the event and the savings made due to the cancellation of traffic management and outdoor entertainment. Cllr John Findlay recorded a vote of thanks to the staffing team, particularly for their skill in quickly turning the event around due to the adverse weather forecast. Cllr Geraldine Barker recorded a vote of thanks to the small team of volunteers who decorated the Market Hall. Cllr Nick Jackson congratulated the staff on keeping the budget under strict control, given the uncertainty of the circumstances.

b) The Community Officer shared a post-event analysis document in draft form and invited the Committee's contribution. A discussion took place around what worked well, what did not work, and how to move forward with the event.

44/24EC

Budget 2025 - 2026

The Town Clerk delivered a report on this financial year's budget versus actual income and expenditure and draft proposals for next financial year's budget. Newsletter costs were highlighted and options for communicating with residents were discussed. Website development costs were considered and the Community Officer relayed advice from East Suffolk Council's Digital Consultant that a revised website is likely to cost around £2,000 more than is currently budgeted for. The Committee gave unanimous support to allocating £24,500 for community grants and £12,000 for community events.

Signed _____ Date _____

45/24EC Civic Year 2025 - 2026

The Committee discussed ideas for the events calendar in 2025. Cllr John Findlay noted that larger events pose a resourcing challenge for the Council.

Action: The Community Officer to compile a list of suggestions with considerations for each option.

46/24EC Branding Workshop

The Committee noted the date and time of the planned branding workshop and the invited attendees.

47/24EC Digital Review

The Town Clerk updated the Committee on progress with East Suffolk Council and reported the decision by the Town Council to match the available funding to review the Town Council's website.

Action – The Community Officer to arrange an informal meeting with East Suffolk Council's Digital Consultant with the Events and Communications Committee to consider ideas for the website.

48/24EC Committee Restructuring

This item was deferred until next meeting.

49/24EC Town Council Logo

Following a recommendation from the Town Clerk, it was **unanimously resolved** to postpone previously agreed expenditure to create a Town Council logo.

50/24EC Monolith Totem Sign

The Town Clerk reported correspondence from East Suffolk Lines Community Rail Partnership Officer requesting the Town Council's input on a proposed monolith totem sign for the train station. The Town Clerk noted that the is likely to require planning permission as it is within the Conservation Area. Cllr Nick Jackson suggested that the Committee defer their consideration of content for the sign until planning permission and funding is received.

Action: The Community Officer to liaise with the Community Rail Partnership Officer.

51/24EC Next Meeting

The Committee noted that the next meeting is scheduled for Thursday 6th February 2025 at 11:30am.

The meeting closed at 1:00 pm.

Jess Palmer
Community Officer

Signed _____ Date _____