

**Minutes of the
COMMUNICATION EVENTS & PARTNERSHIP COMMITTEE
Held at 7:00pm on Tuesday 26th April 2022 in the Town Council meeting room.**

1. APOLOGIES

None Received.

2. PRESENT:

Cllrs: Hine (Chair), Jones, Garrett and Dean.

3. IN ATTENDANCE:

Mrs E A Coe (Clerk and RFO) and James Overbury (Deputy Town Clerk)

4. DECLARATIONS OF INTEREST

None.

5. MINUTES OF PREVIOUS MEETING

EP 2022-04-26 1 Cllr Hine proposed that the minutes of the previous meeting be accepted as a true and accurate record, which was seconded by Cllr Jones with all in favour.

6. PUBLIC COMMENT

None.

1. EVENTS

1.1 Sunday Street Market

Cllr Hine outlined the concenp and how it was a good fit for the ESTI funding. Up to 60 stalls were anticipated. Black Dog would be undertaking most of the work less the road closure and some of the printing costs. Issues to resolve were felt to be:

- Parking – the Sports Club and Castle would be approached.
- Stewards – Cllr Hine would ask Black Dog if they supply people

- Insurance – the status of the organisation and insurance details would need to be finalized and agreed.
- Liaison with FBA and retailers to encourage shops to be open on the Sunday.

It was agreed for Cllr Hine to contact Black Dog for more details ASAP.

CEP 2022 04 26 2 Cllr Hine proposed to approve a recommendation to Full Council a budget of up to £1500 be allocated from 2210 People & Places Project for 2022/23 for a Sunday Artisan Market on 14th 2022 for costs such as road closure and PR, which was seconded by Cllr Jones with all in favour.

2. QUEEN'S PLATINUM JUBILEE MUGS & TEA TOWELS

2.1 Commemorative mugs

CEP 2022 04 26 3 Cllr Hine proposed a recommendation to Full Council the payment of £890 plus VAT for 500 single colour printed commemorative mugs from Effective Advertising Gifts from 2205 Community Events budget for 2022/23 to be refunded from sponsorship.

CEP 2022 04 26 4 Cllr Hine proposed to a recommendation to Full Council the payment of £308.95 plus VAT for 100 full colour printed commemorative cotton tea towels from Stuart Morris Textiles Ltd from 2205 Community Events budget for 2022/23 to be refunded from sponsorship and sales.

3. ACTION PLAN

No updates

4. MATTERS OF REPORT

The DTC reported that the administration for Suffolk Day was underway but quite time consuming.

5. ITEMS FOR NEXT AGENDA

None requested.

**The next meeting of the CEP will be at 7:00pm on Tuesday 10th May 2022
The Meeting concluded at 19:47**