

MINUTES OF THE COMMUNICATIONS AND EVENTS COMMITTEE MEETING HELD ON

THURSDAY 20th OCTOBER 2022 AT 7.00pm

FENLAND ROOM, THE PAVILION, RECREATION WAY, MILDENHALL, IP28 7HG

Present:

Cllr. Alecock (Chair)
Cllr. Bristow
Cllr. Foord
Cllr. Leaman
Cllr. Shipp

In attendance: Mr M Knight (Town Manager), Mrs N Alecock (Senior Administrator)

1. APOLOGIES AND ACCEPTANCE FOR ABSENCE

No apologies were received for absence.

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

Cllr. Alecock – West Suffolk District Council.
Cllr. Shipp – West Suffolk District Council.

3. PUBLIC PARTICIPATION

There was one member of the public in attendance.

4. TO RECEIVE APPROVAL OF MINUTES OF THE MEETING HELD ON 9th JUNE 2022 FROM THOSE MEMBERS PRESENT AT THE MEETING

It was **RESOLVED** to adopt the minutes. Proposed by Cllr. Shipp and seconded by Cllr. Leaman. All in favour.

Signed:

Date:

It was **NOTED** that item 8.7 of June's meeting was not added to the Full Council agenda as agreed.

5. TO CO-OPT MEMBERS ONTO THIS COMMITTEE

Cllr Chipping expressed an interest in joining this Committee. She was then co-opted with a unanimous vote proposed by Cllr Shipp, seconded by Cllr Bristow.

6. STANDING ITEMS

6.1 To receive the updated Action Sheet

The document was presented and **NOTED** with no questions being asked.

6.2 To receive the most recent webstats report

The report was discussed. It was **AGREED** to present the information in a simplified format to future meetings of this committee.

6.3 To receive the most recent social media statistics report

The report was discussed. It was **AGREED** to present the information in a simplified format to future meetings of this committee.

6.4 To gather ideas or aspirational objectives for this Committee

There is some disappointment that some events that were planned have not been delivered. It was **AGREED** to continue working on the ideas and objectives already set.

7. GENERAL MATTERS

7.1 Verbal update on Merry Mildenhall

New literature has been drafted for posters, flyers and banners. Cllr Leaman proposed reducing the printing of flyers to 4000 with 2500 being delivered through the schools.

24 stallholder applications have been received to date.

It was **NOTED** that if it is persistent rain on the night the Snow Lion will be unable to operate; it was suggested that Kings Church could be used in this case. The 2nd act is still TBC.

SULSAR have agreed to provide first aid cover for a donation. It was **AGREED** that a donation of £100.00 would be given for the first aid cover and towards the sleigh.

The next working group will be held Thursday 10th November at 6pm.

7.2 Review of RAF Honington Band concert

The event went well; however, it was **AGREED** that we would not hire a van for future events. It was **AGREED** that the sum of £77 collected in the donation bucket will be donated to the RAF Benevolent Fund.

7.3 To discuss a proposal from West Suffolk Council about Mildenhall Christmas Market

West Suffolk Council have proposed holding a Christmas Market on Sunday 11th December and promoting this as an additional Christmas shopping day inviting regular traders as well as a few additional ones that attend event markets; whom will be charged a small fee. There will be family friendly entertainment consisting of donkeys, magic show, face painter and stilt walkers. They have asked if we could contribute £1500 to cover the cost of the entertainment.

It was **AGREED** that we would help to promote the event, however we are unable to offer a contribution to the entertainment. Proposed by Cllr Leaman, seconded by Cllr Alecock.

7.4 To discuss and name the new bi-monthly Council publication

The publication has been named Mildenhall High Town News and the first draft has been sent to print with delivery by Royal Mail scheduled in for the 2nd week of November.

It was **AGREED** to add this to the agenda for January to discuss the content for the next edition.

7.5 Verbal update on website improvements

It was proposed that the website is reviewed in line with other Councils and utilised to its full potential then reviewed.

7.6 To approve the 2023 Events Calendar

A calendar of events was proposed to ensure that they are all delivered.

It was **AGREED** that the events scheduled for March, April and May are added to the agenda for January’s meeting.

7.7 Update on implementation of Marketing Plan

An action plan with target dates made from the Marketing Plan was presented to the Committee. It was **AGREED** that this will be a standing item on the agenda to monitor the progress.

8. TO DISCUSS AND RECOMMEND TO THE ESTABLISHMENT AND POLICY COMMITTEE THE BUDGET FOR THE COMMITTEE

It was proposed to reduce the proposed 2023/24 budget for the delivery of the newsletter from £1800 to £1200 given the figures presented under item 7.4. It was also proposed to reduce £1000 to £550 as the band concert breaks even most years.

A budget line for the Coronation can then be added for £2000.

The budget line heading for ‘Delivery of Mildenhall Messenger’ will need changing to ‘Delivery of Newsletter’.

It was proposed to take this to E & P. Proposed by Cllr Alecock, seconded by Cllr Leaman.

9. EXCHANGE OF INFORMATION

There was no exchange of information.

10. TIME AND VENUE OF NEXT COUNCIL MEETING ON THURSDAY 12TH JANUARY 2023 AT 7PM IN THE FENLAND ROOM OF THE PAVILION

The meeting then closed at 20.49pm.

Signed:

Date: