

Lowestoft Town Council
Meeting of Communications and Events Sub-Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
15:00 on 11 February 2019

MINUTES

Present: Cllrs Neil Coleby, Susan Barnard and Alice Taylor, Peter Lang.

In attendance: Sarah Foote (Deputy Clerk). **Public:** There were no members of the public in attendance

013. Welcome

The fire evacuation procedure and public right to report were explained and the meeting was welcomed.

014. To receive and consider acceptance of apologies for absence

Apologies were received and accepted from Cllrs Graham, Parker and Barron. Cllr Pitts was absent.

015. Declarations of Interests and dispensations- There were none.

016. Minutes of last meeting. The Minutes of the meeting held on 21 January were amended (changes to grant of permission for events to be delegated to Officers) and approved. Proposed by Cllr Taylor, seconded by Cllr Coleby and agreed.

017. Public Forum - There were no members of the public in attendance.

018. To receive a presentation from the Marketing Officer for The Ness Project. Unfortunately Jo Leverett was unable to attend the meeting

019. To note applications received for events on Town Council land

a. Bubble Rush Normanston Park 21 June - The Officer had conducted a site meeting with the organiser and a full application was awaited.

b. First Light Festival 21/22 June - the Officer had concerns about the use of Kensington Gardens and would ask the Chair to attend a site meeting with her on 15 February.

c.Lowestoft Half Marathon 6 October - permission had been granted on receipt of a detailed application.

d.HMD 2020 - Denes Academy has asked to meet to consider special arrangements for 2020 anniversary. The Officer would progress this.

020. To consider Annual Programme of Events.

A draft programme was presented but it was agreed that much work was needed to complete the programme.

021. To consider a draft Communications Policy.

This was deferred to the next meeting, when heading for the Policy would be agreed and be developed. These would include; website, FaceBook, and press releases.

022. To consider development of the Town Council website

Members' area - this item was deferred.

Employer status. It was agreed that this could be immediately published on the website. It was agreed that staff should be consulted before any profiles of the staff were included on the website. Consideration would also need to be given to how much the Town Council could spend on development of the website.

022. Date of the next meeting - This was agreed as Monday 11 March at 15:00.

023. Items for the next Agenda and Close

- Presentation on The Ness
- Sunrise Coast Heritage Guild.
- Members' area on website.

024. Resolution to close the meeting to the public

There were no confidential matters for discussion. The Chair closed the meeting 16:22
Signed: 11 March 2019.