

Lowestoft Town Council
Meeting of Communications and Events Sub-Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
15:00 on 21 January 2019

MINUTES

Present: Cllrs Allyson Barron, Neil Coleby, Ian Graham and Alice Taylor

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

- 001. Election of Chair** - Cllr Coleby was elected Chair.
- 002. Welcome**
The fire evacuation procedure and public right to report were explained and the meeting was welcomed.
- 003. To receive and consider acceptance of apologies for absence**
Apologies were received and accepted from Cllrs Barnard, Lang and Parker.
- 004. Declarations of Interests and dispensations-** There were none.
- 005. Public Forum** - There were no members of the public in attendance.
- 006. To approve Terms of Reference** - The Terms of Reference were considered and agreed. Events would be delegated to Officers unless the Officer felt that the event was in any contentious. The Terms of Reference would be amended to reflect this.
- 007. To confirm Sub Committee Members**
The Sub-Committee members were confirmed as follows: Cllrs Sue Barnard, Allyson Barron, Neil Coleby, Ian Graham, Peter Lang, Graham Parker, John Pitts and Alice Taylor.
- 008. To consider Annual Programme of Events.**
A £10,000 budget for the Events and Communications Sub-Committee has previously been agreed. It was agreed to populate a with; events on land owned by Lowestoft Town Council, events being organised by the Town Council and events which the Town Council are notified of.
- 009. To consider a draft Communications Policy.**
This was deferred to the next meeting.
- 010. Date of the next meeting**
This was agreed as Monday 11 February at 15:00.
- 011. Items for the next Agenda and Close**
- Sunrise Coast Heritage Guild.
 - Members' area on website.
- 012. Resolution to close the meeting to the public**
There were no confidential matters for discussion. The Chair closed the meeting 16:00

Signed: 11 February 2019.