

**Lowestoft Town Council**  
**Meeting of the Events and Communications Sub-Committee**  
**Remote meeting to commence at 15.00 on Thursday 17<sup>th</sup> December 2020**

**MINUTES**

**Video meeting participants:** Cllrs Sue Barnard, Alan Green, Andy Pearce (Chair) and Alice Taylor.  
**Also participating:** Sarah Foote (Deputy Clerk) and Sian Maguire (Events and Communications Officer) (ECO)

**201. Welcome**

To welcome the meeting and remind Councillors and members of the public of the right to report and noting the application of the video meeting protocol

**202. To receive and consider acceptance of apologies absence**

Apologies were received from Cllr Hardie. Cllr Pitts, Cllr Frost, Cllr Coleby were absent. Cllr Taylor proposed acceptance of apologies received, seconded by Cllr Barnard and agreed.

**203. Declarations of Interests and Dispensations**

203.1 To receive Declarations of Disclosable Pecuniary and Local Non-Pecuniary Interests from Councillors on items on the agenda. Cllr Green declared a local non-pecuniary interest in 206 events for civic year as Mayor.

203.2 There were no written requests for dispensations for Disclosable Pecuniary Interests

**204. Public Forum**

No comments had been received.

**205. To receive any comments and note that the draft minutes of the meeting on 26 November 2020 will be considered at the next appropriate meeting.**

The draft minutes were received and noted and there were no comments.

**206. Events**

206.1 Commemoration Events of 2020 - to note Town Council events which were postponed due to the covid pandemic and consider plans for rearrangement of these events including: VE Day, Anniversaries for Battle of Britain and Battle of Dunkirk and installation of memorial plaques for both, and any other events, including those being organised by outside bodies at which the Town Council would be represented. It was understood that wording was being progressed for memorial plaques and it was agreed ECO would liaise with the Old Jack Rose Society.

206.2 Progress of Memorial Plaque Lowestoft trail. ECO would develop and finalise trail, including tick boxes and developing two trails, including North and South of Lowestoft. Cllr Taylor suggested the use of Google Maps to create bespoke and accessible map for the public. It was agreed that the ECO would complete and distribute this map before the Christmas break for use over the holidays.

206.3 Listing the Memorial plaque at Lowestoft train station. Cllr Barnard noted that the plaque was not listed with the Imperial War Museum. Cllr Pearce suggested that the Community Rail Officer, based at Lowestoft Station, should be requested to progress. This was proposed by Cllr Pearce, seconded by Cllr Barnard and unanimously agreed.

206.4 Commemoration of Holocaust Memorial Day 2021. Arrangements for the commemoration on 27<sup>st</sup> January 2021 were considered with agreement that due to the pandemic, a virtual service would be the most appropriate format. It was agreed to involve, where possible, external organisations such as The Old Jack Rose Society, Ormiston Denes Academy and to contact Pontins Holiday Park for any images they may have.

206.5 NHS, Social Care & Frontline Workers Day on 5<sup>th</sup> July 2021. It was agreed to support this day both through formal acknowledgment and a celebratory event, perhaps a concert at The Ness. This would be further discussed at a future meeting.

**Lowestoft Town Council**  
**Meeting of the Events and Communications Sub-Committee**  
**Remote meeting to commence at 15.00 on Thursday 17<sup>th</sup> December 2020**

**207. Communications**

Launch of Lowestoft Place Branding (The Lowestoft Story) and how the Town Council will build this into its communications. ECO reported on the launch that was attended.

**208.** Date of next meeting – Wednesday 13<sup>th</sup> January 2021 3.00pm

**209. Items for the next Agenda and Close.** HMD summary. Preparation planning for commemorative events, incl. Battle of Dunkirk and Battle of Britain. Spring Market date.

Meeting closed on 16:04.

DRAFT