**MINUTES**

**Meeting participants:** Cllrs Sonia Barker (Chair), Wendy Brooks, Andy Pearce and John Pitts

**Also participating:** Sarah Foote (Deputy Town Clerk)

# 24. Welcome

The fire evacuation procedure was read, Councillors and members of the public were reminded of the right to report, and the meeting was welcomed. The Chair thanked all those that had been involved in the events (freedom of the town and Dunkirk commemoration) the previous weekend.

# 25. Apologies for absence.

All councillors in attendance.

# 26. Declarations of Interests and Dispensations

The following local non-pecuniary interests were declared:

## Cllr Pearce member of the Jack Rose Old Lowestoft Society and Chair of Gunton Residents’ Association (British Beach Spring Clean)

Cllr Brooks member of Gunton Residents’ Association (British Beach Spring Clean). Town Council Representative on Lowestoft Vision.

Cllr Barker Town Council representative on First Light Festival

# 27. Public Forum

## 27.1 There were no advance comments from the public on this agenda.

# 28. To consider the draft minutes of the meeting on 10 June and 23 June 2021.

The draft minutes were accepted, with the recorded grammatical and structural amendments to the minutes. It was proposed by Cllr Brooks, seconded by Cllr Pearce; and agreed.

# 29. Events

## 29.1 Events on Town Council land

29.1a Continental Market – Thursday 28 October and Sunday 31 October 2021, stalls through London Road North up to and including the Market Triangle. Delegate responsibility to DTC and exercise the Town Council’s discretion, AP, WB, “ ”. Permission to use Triangle Market, AP, WB, ; all in favour.

29.1b Ness Fest 2021 – 25 to 28 October 2021. Defects and snagging at Ness need to be completed to the Town Council’s satisfaction. Gazebo needs to be anchored - check depth of anchoring due to contamination. Ask technical advice when handover happens. AP approve in principal, subject to contamination and delegate authority to grant approval once officers are content with application. SAG. WB; all in favour.

29.2 The following events were considered:

|  |  |
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| Date | Item |
| Ongoing | Banksy Art Trail – Working with ESC, Great Yarmouth Borough Council and Oulton Broad Parish Council |
| Voted on at Full Council. Not on Town Council land. LTC to contact other parties.  |
| Ongoing | Joint City of Culture Bid |
| Initial target was to get on long list. Was October the deadline? We have already asked what was required from Local Councils? Nothing at this stage. It is purely between Borough and District Council. Postpone until next meeting. BOTH THE ABOVE ITEMS. KEEP ON AGENDA.  |
| Ongoing | To make arrangements for award of Freedom of the Town (third recipient) |
| Originally scheduled as a HODs event and too many other events on, therefore postponed at recipients request. AP, WB; all in favour. authority to delegate to SF and C Brooks to sort.  |
| 15 – 19 September  | Heritage Open Day events – final preparations |
| Cllr Pearce reported all in place for plaque events on the morning of 15th at the Heritage Centre. Market on Saturday 17th had several stalls booked and would proceed.  |
| 17 – 26 September 2021  | Great British Beach Spring Clean |
| Cllr Brooks thought there was a focus on Pakefield Beach but it was hoped that Gunton Residents’ Association would also contribute as an extension of their planned litter pick on 25th September. Add to calendar of events for next year including consideration of which areas could be picked. Town Council has signposted to community organisations.  |
| 11 November | Armistice Day |
| MAYOR BOOKING NEEDED. SB OFFERED TO HELP.  |
| 14 November  | Remembrance Sunday – including centenaries of War Memorial and Royal British Legion (some aspects may be confidential) |
| Belle Vue and War memorial. Cllr Lang and Cllr Pearce – Lowestoft Cemetery. HAVE WE ORDERED ENOUGH WREATHS – X 2 EVENTS.Cllr Pearce suggested that in terms of finalising both the above - delegation to progress in conjunction with members of the committee. Seconded WB; all in favour. JP AND SB offered to help.  |
| December  | Kindertransport themed event in Dec 2021 (some aspects may be confidential) |
| Proposal from an external party. Therefore to be considered in confidential.  |
| December  | Christmas Market Event |
| Friday 8 October and Friday 3 December, Saturday 30 October for Halloween (but only if Continental market not happening), Friday 5 November fireworks linked but no fireworks, Christmas 18 December. Delegate authority to SF, new Events Officer in conjunction with TMWG to progress events. AP, WB; all in favour. |
| January 2022 | Eastern Coach Works commemorating the dual anniversaries of the founding and closure of*(35th anniversary of closure January 2022) – working with* East Anglian Transport Museum  |
| Exhibition site to be expanded with dedicated exhibition. LTC might want to participate or support financially. Follow up on original correspondence and consider at next meeting. AP, WB; all in favour. |
| 8 January 2022 | Waller’s Raid 80th Anniversary Commemoration |
| 13 January 1942 – would be a Thursday. Saturday 8 January – Marina Theatre. Cost being covered by JROL. LTC to do something in conjunction. Find a suitable commemoration to work alongside this. Agreed to work with JROL and Marina and come back to next meeting. Detail of event to be planned – cold, dark, would need to be an indoor event. AP, WB; all in favour. NEXT AGENDA. |
| 27 January 2022 | Holocaust Memorial Day  |
| Cllr Barker had spoken to Holocaust Educational Trust and depending on restrictions they could provide an online link or possibly send a person to speak. Film being made – HAVE WE COMMITTED BUDGET TO THIS?? The Theme for this year is ‘One Day’. Memorial Lecturns in Kensington Gardens to be progressed fot this day as well. Delegated authority to progress all these things before next meeting and look at what has been progressed and what still needs to be done. AP, WB; all in favour.  |
| 28 May 2022 | East Anglian Transport Museum 50th  |
| Cllr Pearce reported it is anniversary of opening to public. £500 from 22/23 Events Committee. GP TO BE A REP?? RAILWAY ANNIVERSARY AS WELL. WHAT THE HECK DID THEY SAY THEY WOULD DO WITH THE £500?? Seconded WB; all in favour.  |
| 2/3 June 2022 | HM Queen Elizabeth’s Platinum Jubilee  |
| TREE PLANTING AS WELL. MOVE TO NEXT MEETING.  |
| June 2022 | Festival of Suffolk |
| TREE PLANTING AS WELL. MOVE TO NEXT MEETING.  |
| June 2022 | First Light Festival – early consideration  |
| SB as steering group rep will report back in due course. MOVE TO NEXT MEETING. Cllr Pearce had queried 60% increase in funding but a breakdown had not been provided. Any future grant would need a breackdown and explanation of what it was need for.  |
| June 2022 | Armed Forces Day – early consideration |
| MOVE TO NEXT MEETING. AND APPLICATION FOR HOSTING TO BE EXPLORED. |
| May to July 2022 | 175th anniversary of the coming of the railway to Lowestoft  - 1 July 2022 will be the anniversary of the opening of Lowestoft railway station and passenger connection) |
| Is it also 185th anniversary of Lowestoft becoming a port town. Work with ESTA, Martin Halliday, ABP, South Pier etc. Commemorate as a joint event. AFTER NEXT MEETING make approaches. AP, WB; all in favour. |
| September 2022 | Heritage Open Days – planning and budgeting as a major event. |
| COULD WE FIND OUT WHAT THE THEME WOULD BE? TRANSPORT?? 2nd of participating footfall. HUGELY SUCCESSFUL. Top in Suffolk. Ask Diana. 118 events this year. AP suggests as a town wide festival we should budget as a major event and set aside £5000 budget and when the steering group meetings, they can know funding is in place for printing and promotion costs. Plan as a major event. AP, WB; all in favour.  |
| 8 January 2022 | Waller's Raid 80th anniversary commemoration (13 January 2022) |
|  |
| 19 November 2022 | Anniversary Commemoration of the loss of the ‘Reclaim’ – joint working with ABP, South Pier Lowestoft Ltd and Kessingland Parish Council.  |
| Cllr Pearce largest loss at sea from Lowestoft. Also approach JROL. South Pier and ABP already consulted and ??????????????. Delegate authority to progress, in conjunction with members, to progress. AP, WB, LISTEN TO WHAT THEY ACTUALLY SAID. |

# 30. Communications

# General item. Needs to wait until new events person is in place. JP would like to see more weekly columns and each week even. Needs to be number one role for new person to get weekly article in journal.

# 31. Date of next meeting –3.00 pm on 27th October 2021. But delegations will allow for Zoom chats to happen.

# 32. Items for the next Agenda and Close.

Events:

Sponsor a sporting event in 2022. Park Run. Half Marathon.

Kensington Gardens centenary

International Women’s Day – 8 March

Art Piece at Railway Station

Black History Month

Tree Council – branching out grant, planting events.

Communications:

Promotional Video

Electronic newsletter – round up of all things that were happening.

Using the Library better for communication.

# 33. Resolution to close the meeting to the public.

At 20.45 It was proposed by Cllr Pearce, seconded by Cllr Brooks; all in favour to move to confidential session.

29.2 Arrangements were considered for Remembrance Sunday. It was proposed by Cllr Pearce, seconded by Cllr Pitts; all in favour to delegate authority to the Deputy Clerk to progress the event in conjunction with Councillors as needed.

Kindertransport commemorative panel at the Railway Station. It was proposed by Cllr Pearce, seconded by Cllr Pitts; all in favour that the Town Council be a supporter of the panel and set a budget of £500 as a contribution towards the panel.

20.58 meeting closed.