

Lowestoft Town Council Events and Communications Sub-Committee

For the attention of all Sub-Committee Members

You are summoned to attend a meeting of the Events and Communications Sub-Committee of Lowestoft Town Council at 15:00 on 10 June 2021.

The meeting is open to the public and press to attend and those attending the meeting shall be informed that the meeting may be reported on (including recording, photographing and filming). This does not apply to confidential items. Comments can also be submitting regarding any item on the agenda in advance of the meeting. Members of the public can join the meeting remotely via the following link: <https://us02web.zoom.us/j/87401341679>. The meeting can also be observed via the following link: <https://youtu.be/Efflafb5VC4>. *In providing any comments members of the public accept that, where they are suitable, they may be considered at the meeting and published in our minutes. Any individual submitting the comments should ensure that their name, address and contact details are included in their communication and should note that anonymous submissions will not be accepted. Members of the public accept that their name may be noted and recorded at the meeting. However, their contact details will not be noted and reported publicly.*

Councillors must register relevant interests and also declare them at a meeting if they have such an interest in a matter to be considered. Under the Localism Act 2011 a councillor with a **disclosable pecuniary interest** in a matter on the Agenda cannot take part or vote on that matter, unless they have been granted a dispensation. Under the Council's Code of Conduct a councillor must leave the meeting room if they have such an interest, unless they have been granted a dispensation. There may be other interests or matters in which councillors might be considered to be biased or predetermined in which cases they will need to consider whether they should be present.

The Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity as part of relevant decisions.

To help prevent the spread of Covid-19, all attendees should bring their own refreshments, their own pen for signing in, and should dress appropriately given the need for increased ventilation on the site. Every person attending should make their own risk assessment of the advisability of attending and/or any measures they should take individually to ensure their safety.

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Shona Bendix, Clerk
04 June 2021

Lowestoft Town Council
Meeting of the Events and Communications Sub-Committee
Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB
15:00 on 10 June 2021

AGENDA

1. To appoint the Chair of the Events and Communications Sub-Committee

2. Welcome

To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public of the right to report.

3. To receive and consider acceptance of apologies absence

4. Declarations of Interests and Dispensations

4.1 To receive Declarations of Disclosable Pecuniary and Non-Pecuniary Interests from Councillors on items on the Agenda and to note that there are no written requests and grants of dispensations for Disclosable Pecuniary Interests

5. Public Forum

An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public.

6. To consider the draft minutes of the meeting on 27 January 2021. To sign minutes from 12 March 2020 – 27 January 2021.

7. To review and adopt Sub-Committee arrangements

7.1 To note the membership of the Events and Communications Sub-Committee

7.2 To appoint the Deputy Chair of the Events and Communications Sub-Committee

7.3 To review and adopt the Terms of Reference of the Events and Communications Sub-Committee

8. To note the Events and Communications Sub-Committee Budget

9. Events

9.1 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

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both, and any other events, including those being organised by outside bodies at which the Town Council would be represented.

9.2 To note event plans and national arrangements for NHS, Social Care and Frontline Workers Day on 5th July 2021 and confirm expenditure towards flags and other items.

9.3 To note arrangements for return of Triangle Market.

9.4 To consider involvement in East Suffolk Travel Association's 175th Anniversary year of the Railway reaching Lowestoft.

9.5 To consider a formal launch of The Ness.

9.6 To note HM Queen Elizabeth's Platinum Jubilee (2 June 2022), the extended weekend and to consider any Town Council events.

9.7 To note the Centenary of Royal British Legion and consider any commemoration activity.

9.8 To consider arrangements for Remembrance Sunday 2021.

9.9 To give early consideration to Holocaust Memorial Day 2022.

9.10 To consider other upcoming anniversaries and potential commemorations.

9.11 To consider Town participation in Heritage Open Days Festival 2021

9.12 To consider process and events for the awards of granted Freedoms of the Town (some matters may be confidential)

10. Communications

10.1 To consider Lowestoft Town Council communication including a suggestion for a monthly email newsletter and an Instagram account.

10.2 To consider Lowestoft Promotional Video (some matters may be confidential)

11. Date of next meeting – 23rd June 2021 at 15:00

12. Items for the next Agenda and Close.

13. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the Meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted.