**MINUTES**

**Present:** Cllrs Sonia Barker (Chair), Alan Green,Wendy Brooks, Graham Parker, Andy Pearce, John Pitts(arrived at 15.09), Elise Youngman (arrived at 15.19)

**In attendance:** Sarah Foote ( Deputy Town Clerk) and Chris Meek.

**Public:** There were no members of the public in attendance.

# 52. Welcome

The fire evacuation procedure and public right to report were explained and the meeting was welcomed. The Chair offered thanks to the Councillors who attented the meeting.

# 53. Apologies for absence

No apologies were recorded.

# 54. Declarations of Interests and Dispensations

Cllr Pearce declared that he had been appointed Chair of the Gunton Residents’ Association and Treasurer of the Jack Rose Old Lowestoft Society. Cllr Pearce also declared that regarding items 59.1 he had been one of nominating Councillors. Cllr Brooks declared that she had been appointed Vice Chair of the Gunton Residents’ Association.

# 55. Public Forum

No comments were recorded from the public forum.

# 56. The draft minutes of the meetings on 7th October 2021.

It was agreed that a sentence regarding the involvement of non-local people in the First Light Festival would be removed. Cllr Pearce proposed acceptance of minutes subject to this amendment; seconded by Graham Parker; all in favour.

**57.** **Finance**

57.1 This had been discussed at the Finance and Governance Committee meeting .

For items which were not currently covered by an existing delegation, it was agreed that a delegation of £2,500 per item be set for time urgent, emergency and general expenditure to allow the Clerk to progress matters that are required between meetings**.** Proposed by Cllr Pearce, seconded by Cllr Green; all in favour.

57.2 The budget monitoring document was received and noted.

# 58. Events

It was agreed that all events in 2022 would not considered at this meeting but priority would be given to urgent matters.

## 58.1 No new applications for events on Town Council owned land had been received

## 58.2 Events:

|  |  |
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| Date | Item |
| Ongoing | Banksy Art Trail, working with East Suffolk Council, Great Yarmouth Borough Council and Oulton Broad Parish Council. |
| Ongoing | Sponsorship of a sporting event |
| October | Black History Month – the terms and conditions were updated on the entry form to reflect feeder schools outside Lowestoft Town Council catchment area. It was agreed the prizes would be; £30 in vouchers to the individual student and £120 vouchers to the school that the student represented. It was agreed that home schooled students would only be eligible for the student prize and their school prize would instead be allocated to the highest placed school. It was also agreed that a piece of art would go to the overall winning school or college. Regarding the judging panel this was to be delegated to Deputy Clerk in liaison with the committee to organise. |
| 4 November | Climate Action Day – it was agreed the Deputy Town Clerk would issue a statement of behalf of Lowestoft Town Council. |
| 11 November | Armistice Day – Deputy Town Clerk advised that the event plan had been considered by the safety advisory group and all was in order. Covid safety guidance had been provided. And all planning was on schedule. |
| 14 November | Remembrance Sunday, including centenaries of War Memorial and Royal British Legion (some aspects may be confidential) - Planning is progressing well. The Deputy Clerk confirmed that an issue with a broken flag pole had been resolved and that free car parking would be available. |
| 27 November | National Tree Week. Tree Council Branching Out Grant. Arrangements/events for the planting of trees provided via this grant – Numerous trees would be planted at five different LTC owned sites. It was delegated to officers to make contact with Youth Groups and Schools near the area of trees to arrange date and details of delivering the planting scheme conditions. |
| 4 December | Christmas Light Switch On – It was confirmed this would take place at 16:00. The idea of a themed event was considered, including Dickensian costumes. |
| December | Kindertransport themed event in Dec 2021 (some aspects may be confidential) – To be discussed during confidential session. |
| December Markets | Friday 4th and Saturday 18th (Christmas Market – noting involvement of Market Working Group) – Officers would ensure the markets are publicised via the local press and the Town Council’s social media pages. |
| It was agreed to defer the consideration of all 2022 events to the next meeting. It was requested that Armistice Day 2022 and Remembrance Sunday 2022 are added to the events calendar. | |
| 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 |
| 13 January 2022 | Waller's Raid 80th anniversary commemoration |
| 27 January 2022 | Holocaust Memorial Day including art piece at Railway Station – |
| 8 March | International Women’s Day |
| 28 May 2022 | East Anglian Transport Museum |
| 2/3 June 2022 | HM Queen Elizabeth’s Platinum Jubilee |
| June 2022 | Festival of Suffolk |
| June 2022 | First Light Festival |
| June 2022 | Armed Forces Day |
| May to July 2022 | 175th anniversary of the coming of the railway to Lowestoft - 1 July 2022 will mark the anniversary of the opening of Lowestoft railway station and passenger connection) |
| September 2022 | Great British Beach Spring Clean |
| September 2022 | Heritage Open Days |
| 19 November 2022 | Anniversary Commemoration of the loss of the ‘Reclaim’, joint working with ABP, South Pier Lowestoft Ltd and Kessingland Parish Council . |

**59. Freedom of the Town**

59.1 Arrangements to make presentation of Freedom of the Town (as previously approved). Some aspects may be confidential – The presentation arrangements were delegated to Deputy Town Clerk.

# 60. Civic Event

The Deputy Clerk explained what would be involved with the organisation of a Civic Event. It was agreed this would be deferred to the next meeting for further discussion.

# 61. Thresholds for delegations to the Clerk for time urgent, emergency and general expenditure – It was noted that this was a duplicate item and had been agreed earlier in the meeting.

# 62. Communications

It was agreed to defer all items under this heading until the next meeting.

## 62.1 Town Council communications

62.2 A promotional video

62.3 An Electronic newsletter

62.4 Improved use of Lowestoft Library as a communication tool

# 63. Date of next meeting

The next scheduled meeting will be on 25th November at 13.00hrs

# 64. Items for the next Agenda and Close

Cllr Pearce proposed moving the meeting into confidential session; seconded by Cllr Brooks; all in favour.

# 65. Resolution to close the meeting to the public

Kindertransport themed event in December 2021 (some aspects may be confidential) – An update was given on the planned event.

## 59. Freedom of the Town – A confidential update was given.

The Chair closed the meeting 16.39.