

# 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 Planning Committee of Lowestoft Town Council, which will be held at **First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE** at 10.00am on Wednesday 12 October 2022

**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/88415350352> .The meeting can also be observed via YouTube on the following link: <https://youtu.be/GLgLJMH-WzA>

*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 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 **relevant interests** in matters on the Agenda cannot take part or vote on those matters, 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 case they will need to consider whether they should leave the room.

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 infectious diseases, all attendees should consider the safety of others, make their own risk assessment of the advisability of attending and consider measures they should take to ensure their own safety.

Regards,

*S S Bendix*

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Shona Bendix, Clerk  
5 October 2022

**Lowestoft Town Council**  
**Meeting of the Events and Communications Sub-Committee**  
**Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**10.00am on Wednesday 12 October 2022**

**AGENDA**

**30. Welcome**

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

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

**32. Declarations of Interests and Dispensations**

- a. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from councillors on items on the Agenda.
- b. To consider written requests for dispensations for Disclosable Pecuniary Interests and note dispensations granted.

**33. To consider the draft minutes of the meetings on 24 August 2022**

**34. Public Forum**

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

**35. Finance**

- 35.1. To monitor expenditure by the sub-committee from its delegated budget.
- 35.2. To consider a budget request for 2023/24 financial year.

**36. Events**

- 36.1. To give early consideration to a proposal including possible funding support for a heritage (oral history) project.
- 36.2. To give early consideration to a proposal including possible funding support for a weekend heritage event in October or early November 2023.
- 36.3. Any applications for events on Town Council owned land which need sub-committee consideration.
- 36.4. To receive a report of permissions granted for events on Town Council owned land.
- 36.5. To consider the following timetable of events:

*Table 1 - Schedule of events*

Date	Item
October 2022	YMCA Sleep Out Project
28 October 2022	Black History Month
29 October 2022	Halloween Market
29 and 30 October 2022	Heritage Open Days – to note arrangements for Town Hall
7 to 18 November 2022	COP27(online presence)
Friday 11 November 2022	Armistice Day
Sunday 13 November 2022	Remembrance Sunday Parade and Service
19 November 2022	Anniversary Commemoration of the loss of the ‘Reclaim’

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Date	Item
3 December 2022	Christmas Market including consideration of Christmas Support 2022 activities and the permissions involved of using LTC owned land
12 December 2022	Kindertransport event (some aspects may be confidential)
Friday 27 January 2023	Holocaust Memorial Day
8 March 2023	International Women's Day
23 February to 5 March 2023	Possible Fairtrade Event
May 2023	90 <sup>th</sup> Anniversary Town Hall Riots 2023

**37. Events for consideration and timetabling**

- 37.1. To consider the introduction of a Civic Event or to consider whether the proposed 2023 civic event should be deferred to 2024, in favour of a Coronation-linked event for 2023.
- 37.2. To consider a Pride event during 2023.
- 37.3. To receive an update on an event for Lowestoft Ladies 1982 FA Cup Win.
- 37.4. To give early consideration to staging a mental health themed major event for 2023, following cancellation of the MIND Festival of Kindness that had been planned for this year, but with participation from multiple mental health charities and stakeholders in Lowestoft including MIND, Samaritans, Waveney Disability Forum, and agencies working on the ground.
- 37.5. To consider future Market events for 2023.

**38. Communications**

- 38.1. To note work on Lowestoft Town Council branding and use of logo.
- 38.2. To consider Implementation of the Community Engagement Policy, particularly any barriers to engagement.

- 39. To consider how to progress the installation of Heritage Plaques particularly budget and permission requirements and the constitution of the Working Group.
- 40. To review and align the community hall hire booking form and event application form in respect of safeguarding requirements.
- 41. To review the event application form and permissions relating to the erection and siting of inflatables.
- 42. **Date of next meeting – 10am on Wednesday 21 December 2022**
- 43. **Items for the next Agenda and Close.**
- 44. **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.**

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