

Lowestoft Town Council

Appointments to Outside Bodies

The Council has appointed the following Councillors to these Bodies:

Outside Body	Councillor Appointed	Agreed Substitute – please see note below	Minute Reference and Meeting Appointed	Nature and Demand of Representation
Board of Trustees of Lowestoft Charity Board Charities	Peter Knight Jacqueline Hardie		65.2/FC/190723 11/FC/200512	Trustee position. Meets bi-monthly at 09:00 for approximately two hours. Appointment is a four year term. Little work involved outside of the meetings. Cllr Patience would like to see this position become gender balanced.
CEFAS and Promoting Pakefield Group	John Pitts		114.2/FC/201027	
Community Enabler Project Board	Tara Carlton and Jacqueline Hardie		12/FC/190514	This Board does not appear to have met since the representatives were appointed
Culture Board	Sue Barnard	Agreed this would be decided at a later date	12/FC/190514	Infrequent meetings. The aim of the Board appears to be to produce a cultural policy. Appears to have an ESC dominated agenda to focus on their funding

				opportunities
East Suffolk Communities Team – Whitton	Peter Lang		12/FC/190514	Has only met once in the last year and so far there have been no other demands attached to this role
First Light Festival Steering Group	Tara Carlton and Alice Taylor	Tracey Eastwood and Amanda Frost	12/FC/190514	Meets when required, usually every two months, then more frequently as the festival approaches. The representative will be expected to attend meetings and participate with the festival. The 2020 festival has been cancelled but it is anticipated that it will return in 2021, so the Council may still wish to appoint representatives in preparation
Fen Park Friends	Jacqueline Hardie	Peter Lang	12/FC/190514 (Cllr Lang appointed as substitute) 42.2/FC/200623 (Cllr Hardie appointed as representative)	Meets sporadically. Representatives have previously been involved with other activities, such as litter picks, etc, and are informed of any incidents in the park.
Heritage Action Zone Steering Group and	Peter Knight and Alice Taylor	Andy Pearce	12/FC/190514	Meets monthly. No

Heritage Champions				other particular demand attached to the role
Kirkley People's Forum	Amanda Frost and Alice Taylor	Jacqueline Hardie	12/FC/190514	Meets monthly. Also weekly drop-in sessions currently on Thursdays at 13:00 for members of the public to speak with Councillors. Councillors can only be appointed as non-voting members and can attend meetings to observe and advise only
Lowestoft and Northern Parishes Community Partnership	Peter Collecott	Peter Lang	114.3/FC/201027 (Cllr Lang's appointment as sub)	
Lowestoft and Plaisir Twinning Association	Peter Lang	David Youngman	12/FC/190514	Meets monthly. Assistance is sometimes required when the annual visits are taking place, and representatives are invited to participate in the visit to France
Lowestoft Development Group	Peter Knight	Alice Taylor	12/FC/190514	
Lowestoft Flood Risk Management Project's Strategic Steering Group	Keith Patience	Peter Lang	12/FC/190514	Cllr Patience has not yet been invited to a meeting, but would still like the Council to consider appointing a

				representative
Lowestoft in Bloom	Peter Collecott		12/FC/190514	
Lowestoft Masterplan Stakeholder Group	Neil Coleby and John Pitts	Peter Knight	164.30/FC/191022	Meetings are ad-hoc and the group does not meet regularly. There is little demand attached to the role currently
Lowestoft Museum	Peter Lang (Trustee)	John Pitts and Alice Taylor	12/FC/190514	Trustee position. Meets bi-annually, unless an urgent meeting is called in the interim. There is no other particular demand attached to the role
Lowestoft Place Board	Keith Patience	Tracey Eastwood	183.2/FC/200225	
Lowestoft Sea Festival and Smack Race Steering Group	Jacqueline Hardie	Amanda Frost	164.31/FC/191022	Only one meeting held so far. Scheduling of the meetings and arrangements for the festival itself will depend on COVID-19 restrictions
Lowestoft Station Partnership Group	Graham Parker	John Pitts	12/FC/190514	
Lowestoft Transport Infrastructure Partnership	Tracey Eastwood	Graham Parker	12/FC/190514	Usually meets once a quarter. No particular demand attached to the role but it is helpful to make a note of what is being said and provide a report to the Council as these

				meetings provide a lot of useful information about what is going on in and around the town, such as impending roadworks and road improvement schemes, etc
Lowestoft Vision Board	Peter Collecott	Peter Knight Colin Butler appointed as second substitute in case representative and first substitute cannot attend meetings	71.1/FC/200825 11/FC/200512	
Marina Theatre Trust Board	Tracey Eastwood		12/FC/190514	Trustee position. Meets as and when required. No particular demand other than listening to and noting what is being discussed
Jack Rose Old Lowestoft Society	Neil Coleby and Andy Pearce		55.27/FC/190625	Meets monthly. Projects which the Society are involved with, such as the joint heritage plaques project with LTC, can lead to a significant amount of extra work attached to this role, but generally project work is ad-hoc and variable

ParksEast	Neil Coleby		42.3/FC/200623	
Sunrise Coast Heritage Guild	Sue Barnard	Alice Taylor	12/FC/190514	Infrequent meetings and has not met for some time. Little demand attached to the role
The Ness Steering Group	Tara Carlton. There is also a dedicated officer appointment which is Shona Bendix as the Town Clerk	Keith Patience Colin Butler was appointed as substitute if Tara and Keith cannot attend, with Neil Coleby and Alice Taylor as reserves	12/FC/190514 118.24/FC/190924	Meets monthly or when required. Little work involved outside of the meetings but the representative is expected to Chair the meetings so should ensure they are well briefed on the project and any developments
Third Crossing Bridge Naming Competition Judging Panel	Tara Carlton	Tracey Eastwood	12/FC/190514	
Third Crossing Stakeholders' Group	Amanda Frost	Peter Collecott	55.24/FC/190625	Usually meets every 2 – 3 months at Riverside, and usually at 10:00 on a Friday morning
Waveney Disability Forum	Tracey Eastwood	Jacqueline Hardie	12/FC/190514	Meets quarterly. Little demand outside of meetings

PLEASE NOTE:

It is the responsibility of the primary representative to manage the Town Council's representation on the above bodies, which includes:

- To keep substitutes briefed on developments
- To promptly and routinely copy to substitutes agendas, minutes and papers (including confidential papers which should be clearly marked as such, with limited exclusions for matters where no substitution might arise e.g. membership of an interview panel for a job vacancy)

- When a primary representative is unable to attend, to make arrangements with substitutes to attend in their place and to communicate the arrangements to the relevant administrator of the meeting.
- All substitutes attending meetings should also ensure that they perform the same activities, as relevant, above.