

## 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 and Elise Youngman |   | 12/FC/220517                           | 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                      | Bob Breakspear                            | 12/FC/220517                           | The Group has been set up to celebrate Pakefield's history and a project is ongoing to commemorate the former Grand Hotel.  |
| Cultural Leadership Group                              | Wendy Brooks                    | Sonia Barker                              | 12/FC/220517                           | Infrequent meetings. The aim of the Board appears to be to produce a cultural policy. Appears to have an ESC dominated agenda   |

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|  |   |                                |              | to focus on their funding opportunities  |
| Cultural Quarter Working Group                                   | Wendy Brooks and the Clerk                        | Paul Page and the Deputy Clerk | 12/FC/220517 |  |
| East Suffolk Community Partnership                               | Peter Lang  | Andy Pearce                    | 12/FC/220517 | Discusses matters relating to community safety and security. Partners include the fire service, Police, crimestoppers, SCC, ESC, Flagship and DV Forum   |
| East Suffolk Lines Community Rail Partnership (Line Group North) | Graham Parker                                     | Colin Butler                   | 12/FC/220517 |  |
| Environment and Waste Working Group                              | Wendy Brooks, Christian Newsome and Graham Parker |                                | 12/FC/220517 |  |
| First Light Festival Steering Group                              | Sonia Barker and Elise Youngman                   |                                | 12/FC/220517 | 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 |

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|   |                                 |               |                                | representatives in preparation  |
| Friends of Fen Park   | Christian Newsome               | Peter Lang    | 12/FC/220517                   | Meets sporadically. Representatives have previously been involved with other activities, such as litter picks, etc, and are informed of any incidents in the park.  |
| Gull Wing Stakeholders' Group   | Sonia Barker                    | Graham Parker | 12/FC/220517                   | Usually meets every 2 – 3 months at Riverside, and usually at 10:00 on a Friday morning   |
| Heritage Action Zone Steering Group and Heritage Champions, High Street HAZ and Seafront Masterplan and London Road Lowestoft High Street HAZ | Keith Patience and Alice Taylor | Nasima Begum  | 12/FC/220517                   | Meets monthly. No other particular demand attached to the role  |
| Jack Rose Old Lowestoft Society   | Andy Pearce                     | Peter Lang    | 12/FC/220517                   | 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 |
| Joint Coastal Projects Board  | Colin Butler                    | Wendy Brooks  | 34.1/FC/220524                 |   |
| Kirkley People's Forum  | Christian Newsome<br>Alan Green |               | 12/FC/220517<br>34.1/FC/220524 | Meets monthly. Also weekly drop-in  |

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|  |                |              |              | 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 District Allotment Association                       | Elise Youngman | Wendy Brooks | 12/FC/220517 |  |
| Lowestoft and Plaisir Twinning Association                         | Peter Lang     | Wendy Brooks | 12/FC/220517 | 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 Flood Risk Management Project's Strategic Steering Group | Keith Patience | Peter Lang   | 12/FC/220517 | Cllr Patience has not yet been invited to a meeting, but would still like the Council to consider appointing a representative  |
| Lowestoft Food Network   | Nasima Begum   | Andy Pearce  | 12/FC/220517 |  |
| Lowestoft in Bloom   | Bob Breakspear | Wendy Brooks | 12/FC/220517 | Meetings are held monthly. Main purpose of the role is to feed back on the activities of   |

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|  |                      |   |              | Lowestoft in Bloom and any requests for support they would like from the Council.  |
| Lowestoft Kittiwake Management Partnership           | Andy Pearce          | Wendy Brooks                                      | 12/FC/220517 |  |
| Lowestoft Museum                                     | Peter Lang (Trustee) | John Pitts  | 12/FC/220517 | 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                                | Colin Butler         | Janet Craig                                       | 12/FC/220517 | Meetings are held quarterly. Main role is to report back to the Council on matters affecting the town.   |
| Lowestoft Sea Festival and Smack Race Steering Group | Sonia Barker         | Amanda Frost and Colin Butler (second substitute) | 12/FC/220517 | Only one meeting held so far. Scheduling of the meetings and arrangements for the festival itself will depend on COVID-19 restrictions           |
| Lowestoft South Pier Ltd's Management Committee      | Andy Pearce          | Alan Green  | 12/FC/220517 |  |
| Lowestoft Vision Board                               | Wendy Brooks         | Peter Knight                                      | 12/FC/220517 | Meetings are held quarterly and are to discuss matters affecting the town. Purpose of the role is to report back to                              |

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|  |   |   |                | the Council and ensuring the Council is aware of any items requiring its consideration.   |
| Lowestoft Youth Strategy Working Group       | Sonia Barker, Nasima Begum, Jen Jones, Andy Pearce and John Pitts |   | 12/FC/220517   |   |
| Marina Theatre Quarterly Management meetings | Sonia Barker, Wendy Brooks, Andy Pearce, the Clerk                | Another officer to substitute for the Clerk if she is unavailable | 50.3/FC/220628 |   |
| Marina Theatre Towns Fund Working Group      | Sonia Barker, Wendy Brooks, Alan Green and Andy Pearce            |   | 12/FC/220517   |   |
| Pakefield Coast Protection Steering Group    | John Pitts  | Alan Green  | 12/FC/220517   | Meets monthly. Community Group working collaboratively with ESC and SCC to address erosion and public safety issues South of Arber Lane.  |
| ParksEast                                    | Elise Youngman  |   | 12/FC/220517   | A forum for parks managers across Town and District Councils in the East of England, offering an opportunity to discuss ideas and issues. |
| Shaping Places for Healthier Lives           | Peter Lang  | Paul Page   | 12/FC/220517   | Looking at where improvements can be made, particularly in the Harbour and Normanston and Kirkley wards to                                |

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|  |  |              |              | provide more opportunities for physical activity.  |
| Town Hall Project Board                                | Mayor, Deputy Mayor, Chairs of AID, Finance and Governance, Events and Communications, HAZ representatives and Place Board representatives |              | 12/FC/220517 |  |
| Waveney Disability Forum                               | Andy Pearce  | Alan Green   | 12/FC/220517 | Meets quarterly. Little demand outside of meetings |
| Wherry Lines Community Rail Partnership Steering Group | Graham Parker  | Colin Butler | 12/FC/220517 |  |

**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.