

Lowestoft Town Council
Meeting of Communications and Events Sub-Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
15:00 on 10 October 2019

MINUTES

Present: Cllrs Neil Coleby (Chair), Susan Barnard, and Alice Taylor

In attendance: Sarah Foote (Deputy Clerk)

Public: There were two members of the public in attendance

45. Welcome

The fire evacuation procedure and public right to report were explained and the meeting was welcomed.

46. To receive and consider acceptance of apologies for absence

Apologies were received from Cllr Pearce and Cllr Parker and accepted (proposed by Cllr Taylor, seconded by Cllr Barnard).

Cllr Webb and Cllr Collecott were absent.

47. Declarations of Interests and dispensations

47.1 The following declarations had previously been declared and agreed would stand for the term of this Council unless Councillors notified otherwise.

Cllr Taylor non-pecuniary interests in Heritage Open Days, First Light Festival, Sea Faring Festival and the Cultural Board.

Cllr Barnard non-pecuniary interests in Heritage Open Days and the Cultural Board.

Cllr Coleby non-pecuniary interests in the Jack Rose Society and Lowestoft in Bloom.

47.2. There were no previously granted dispensations to note and no requests for dispensations.

48. Public Forum

One member of the public spoke about the wishes of the 7 Royal Horse Artillery to attend the remembrance Sunday service with their battery gun. The Deputy Clerk, as event organiser, confirmed she was aware of this and was seeking the relevant permissions. A discussion took place around where this could be sited and it was agreed to meet at Royal Plain in the near future to assess further.

Another member spoke about the organisation that was taking place towards Armed Forces Day on 27 June 2020 and how they would like the Royal Anglians to be awarded to the Freedom of Lowestoft. They were progressing plans for the Day and would need to ask for the Town Council's assistance with certain items.

49. Confirmation of the Minutes of 23 September 2019

It was proposed by Cllr Barnard, seconded by Cllr Taylor and agreed to accept these minutes as an accurate record.

50. Terms of Reference

It was noted that the Sub-Committee had become a Sub-Committee of the Finance and Governance Committee and that the Terms of Reference required further consideration, particularly in relation to delegations, at the next Finance and Governance Committee meeting.

51. Sub-Committee Membership

39.1 It was agreed to not currently appoint any substitute members. It was agreed that Emma Butler-Smith of the Marina Theatre should be invited to become a non-voting member of the Sub-Committee (proposed by Cllr Barnard, seconded by Cllr Pearce) . It was further agreed that any non-Councillor member of the Sub Committee would serve as a non-voting member (proposed by Cllr Coleby, seconded by Cllr Barnard).

52. Events

52.1 Events on Town Council land – no permissions had been granted since the last meeting.

52.2 Remembrance Sunday and Armistice Day – arrangements, as previously agreed, were mainly in place and Councillors would be in attendance at Royal Plain, Belle Vue park and Lowestoft Cemetery for

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Armistice Day.

52.4 Development of Calendar of Events. - Cllr Coleby provided a suggested calendar of town events, including some not organised by the Town Council. One suggestion for an addition to the suggested calendar was more bands playing in the parks and it was requested the Clerk

53. Communications

This item was deferred to next meeting pending further consideration of the Terms of Reference by the Finance and Governance Committee.

54. Date of the next meeting – 3.00 pm on Monday 16 December 2019.

43. Items for the next Agenda and Close – the meeting was closed at 4.25 pm.

44. Resolution to close the meeting to the public - There were no confidential matters for discussion.

Signed: 16 December 2019