

Lowestoft Town Council
Meeting of Communications and Events Sub-Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
16:00 on 12 August 2019

MINUTES

Present: Cllrs Susan Barnard, Graham Parker and Alice Taylor.

In attendance: Sarah Foote (Deputy Clerk)

Public: There were no members of the public in attendance

11. Welcome

Cllr Taylor, in the absence of Cllr Coleby, chaired the meeting. The fire evacuation procedure and public right to report were explained and the meeting was welcomed.

12. To receive and consider acceptance of apologies for absence

Apologies were received and accepted from Cllr Collecott and accepted (proposed by Cllr Barnard, seconded by Cllr Parker). Cllrs Coleby, Pearce and Webb were absent.

13. Declarations of Interests and dispensations

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

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

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

14. Public Forum

There were no members of the public in attendance.

15. Terms of Reference

Further discussion took place on the Terms of Reference. It was proposed by Cllr Barnard, seconded by Cllr Parker and agreed that a proposal be submitted to Full Council that the Sub-Committee becomes a Sub-Committee of Finance and Governance. This would be an agenda item for the next Full Council meeting.

16. Events

16.1 Events on Town Council land. The Deputy Clerk provided the following report:

Permission, via delegated authority had been given for:

Sunday 22 September	Friends of Kensington Gardens - HOD event.
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16.2 Heritage Open Days 2019 - the Town Hall would be open from 10 am to 4 pm on Saturday 14 and Sunday 15 September (set up on Thursday 12). Volunteers were needed to assist over the weekend and the Deputy Clerk would pursue and produce a rota. Cllr Taylor would be the key holder for the weekend and FCM would carry out the risk assessment and ensure all no-entry areas were duly marked. Concern was expressed for lack of toilets for volunteers and it was asked that the FCM explore the possibility of siting a port-a-loo external to the Town Hall in the land to the rear.

16.3 Remembrance Sunday and Armistice Day November 2019 – it was noted that an event planning meeting would take place on 10 September.

16.4 Commemorative Events:

Merchant Navy Day – the Red Ensign would fly from the Police Station on 3 September. This would be raised by the Mayor and Cllr Barnard would supply the flag.

VE Day May 2020 - A Swing Band had been booked to play in Sparrows Nest on 8 May and it was generally agreed that the Town Council would look to follow events as per national suggestions.

VJ Day 2020 – it was suggested that commemorations could centre around the Japanese Garden in Kensington Gardens. This would be explored further.

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Holocaust Memorial 2020 - It was noted that a meeting was planned on 17 September with Ormiston Denes. Cllr Taylor had received communication from a Rabi and would follow this up.

Cllr Parker asked for an update on the Market and it was confirmed that the first market would take place on 28 September. Cllr Barnard would like to explore the idea of a Christmas Concert at the market on 30 November.

17. Communications

This item was deferred to next meeting pending further consideration of the Terms of Reference.

18. Date of the next meeting

4.00 pm on Monday 9 September 2019.

19. Items for the next Agenda and Close

Appointment of Deputy Chair. Appointment of Substitute Members to be decided by relevant committee. Promotion of the first Market on 28 September and final arrangements for Councillors to cover this.

20. Resolution to close the meeting to the public

There were no confidential matters for discussion.

The Chair closed the meeting at 18.00.

Signed: 9 September 2019