

**Lowestoft Town Council**  
**Meeting of the Events and Communications Sub-Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**15:00 on Thursday 12 March 2020**

**MINUTES**

**Present:** Cllrs Neil Coleby (Chair), Graham Parker, Andy Pearce, John Pitts (left at 16.00)

**In attendance:** Sarah Foote (Deputy Town Clerk)

**Public:** There were no members of the public in attendance

**92. Welcome**

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

**93. Apologies for absence**

Apologies were received from Cllrs Taylor and Barnard and agreed (proposed by Cllr Parker, seconded by Cllr Pitts). Cllr Collecott was absent.

**94. Declarations of Interests and Dispensations**

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

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

Cllr Pearce a non-pecuniary interests in Heritage Open Days and the Jack Rose Society.

**95. Public Forum**

An officer from the Marina Theatre presented their wish to hold events at Sparrows Nest, the first being a swing band in July. It was confirmed that an event application would need to be submitted to the Town Council and the Deputy Clerk provided details of the current licensing for events in Sparrows Nest and that a temporary events notice would need to be obtained for anything outside of this.

**96. Accuracy of the minutes of 13 February 2020**

Accepted as accurate. Proposed by Cllr Parker; seconded by Cllr Pitts; all in favour.

**97. Events**

97.1 Applications received for events on Town Council land – It was confirmed that

97.2 To consider request from Lowestoft and Plaisir Twinning Association to host guest for a reception at Hamilton House and agree a budget request for this event as appropriate. To consider request for Lowestoft Town Council to formally invite the Mayor of Plaisir to visit Lowestoft – The Sub-Committee agreed that it would support a reception at Hamilton House and agreed that the Town Council should extend a formal invitation to the Mayor of Plaisir. It was suggested that local independent food businesses, such as Sam's Café, should be considered for the buffet. Cllr Pearce proposed a recommendation to the Finance and Governance Committee to approve a maximum budget of £400 for the Town Council to host a reception for the Lowestoft and Plaisir Twinning Association in July 2020; seconded by Cllr Parker; all in favour. It was also requested that the Finance and Governance Committee consider a budget for the purchase of a gift to be presented to the visitors from Plaisir during the reception.

97.3 To note seasonal markets/events to be held in Sparrows Nest Park – This item was covered by discussions earlier in the meeting.

97.4 To note expressions of interest to hire the Ammunition Bunker at Kensington Gardens during FL2 weekend and agree terms and conditions of any hire arrangement – A formal request to hire the Ammunition Bunker for the First Light Festival has been received. The Sub-Committee requested that this item be deferred to the next meeting, for staff to find out details of the

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pitch fee being charged to other stallholders at the event, and how the request ties in with any permissions granted to other stallholders who have applied for a pitch at the festival.

97.5 To note plans for VE Day 8 May 2020 commemoration – The proposed plans for the Town Council’s event in Sparrows Nest were relayed to the Sub-Committee. The Jack Rose Old Lowestoft Society is holding a VE Day themed talk and film screening at the Marina Theatre and it was queried whether there was any scope for some informal joint working and joint promotion between the Town Council and the Jack Rose Old Lowestoft Society. Staff will explore this.

**98. Communications**

**99. Date of next meeting - 3.00 pm on Thursday 16 April 2020**

**100. Items for the next Agenda and Close**

**101. Resolution to close the meeting to the public**

There were no confidential matters for discussion.

Signed: .....  
16 April 2020 (AMEND DATE AS NECESSARY)

DRAFT