

**Lowestoft Town Council**  
**Meeting of Communications and Events Sub-Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**16:00 on 23 September 2019**

**MINUTES**

**Present:** Cllrs Neil Coleby (Chair), Susan Barnard, Alice Taylor (arrived 16.34), Andy Pearce, Peter Collecott.

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

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

**33. Welcome**

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

**34. To receive and consider acceptance of apologies for absence**

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

**35. Declarations of Interests and dispensations**

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

At this meeting Cllr Coleby declared a non-pecuniary interest in the Jack Rose Society and Lowestoft in Bloom. It was agreed that this declaration would stand for the term of this Council.

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

**36. Public Forum** - There were no members of the public in attendance.

**37. Confirmation of the Minutes of 9 September 2019** – it was proposed by Cllr Barnard, seconded by Cllr Pearce and agreed to accept these minutes as an accurate record.

**38. 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.

**39. 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).

39.2 It was agreed that consideration of the appointment of substitute members would not progress.

**40. Events**

40.1 Events on Town Council land – no permissions had been granted since the last meeting. However, an Expression had been received to hold a concert in the grounds of Sparrows Nest in August 2020. The applicant had been advised to consult with the Safety Advisory Group and then submit a formal application to the Town Council.

40.2 Commemorative Events (HMD, VE Day, VJ Day, Remembrance and significant anniversaries) budget – members worked through a suggested programme of commemorative events for the 2020/2021 financial year and agreed to submit a request of £7,500 to the Budget Working Group.

40.3 Actions arising from Remembrance Planning meeting of 10 September, were noted. Letters were being sent by East Suffolk Council (as data holders) to all organisations involved with attending the service and laying wreaths. Responses would be returned to the Town Council who would co-ordinate the wreath

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laying programme. Town Council wreaths had been ordered. The Lieutenancy Office had since confirmed attendance at the service in Lowestoft.

40.4 Armistice Day, Monday 11 November - it was agreed to invite primary schools to be in attendance at the war graves in the cemetery to lay crosses on the graves and observe a minute's silence. A Town Council wreath would be laid at Belle Vue Park memorial and at the cemetery. Councillors would be appointed to this task. This would be in addition to the short Armistice Day service which takes place every year at the War Memorial on Royal Plain

40.5 Development of Calendar of Events. Consideration was given to bands playing in the parks, particularly in the band stand at Sparrows Nest. It was noted there currently an events budget of £10,000 and it was suggested that £1,000 be ring-fenced for public summer events. The development of a full calendar of events was deferred to the next meeting. A report of expenditure on events to support the creation of The Ness would be provided at the next meeting.

**41. Communications**

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

**42. Date of the next meeting** – 3.00 pm on Thursday 10 October 2019.

**43. Items for the next Agenda and Close** – the meeting was closed at 5.30 pm.

**44. Resolution to close the meeting to the public** - There were no confidential matters for discussion. The Chair closed the meeting at 17.35

Signed: ..... 10 October 2019