

**Lowestoft Town Council**  
**Meeting of Communications and Events Sub-Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**15:00 on Thursday 9 January 2020**

**MINUTES**

**Present:** Cllrs Neil Coleby (Chair), Susan Barnard, Alice Taylor and John Pitts (arrived 15.10)

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

**Public:** There were two members of the public in attendance

**69. Welcome**

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

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

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

Cllr Webb was absent.

**71. Declarations of Interests and dispensations**

71.1 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.

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

**72. Public Forum** – two members of the Armed Forces Day Committee showed members their plan for Royal Green for AFD on 27 June 2020. Suggestions were made for securing additional stall holders.

**73. Confirmation of the Minutes of 10 October 2019** – it was proposed by Cllr Taylor, seconded by Cllr Coleby and agreed to accept these minutes as an accurate record.

**74. Terms of Reference**

The Terms of Reference as recommended by the Finance and Governance Committee were accepted.

**75. Sub-Committee Membership**

It was noted that Cllr John Pitts had become a member of the Sub-Committee.

**76. Events**

76.1 Events on Town Council land – no permissions had been granted since the last meeting. However, a presentation had been received on 16<sup>th</sup> December, the date of the last schedule meeting (which was postponed as inquorate), from the First Light Festival on their plans for the second festival in June 2020. It was suggested that there should be a formal re-opening of the new play equipment at Nightingale Park. Cllr Pitts would liaise with a local publican to ascertain their interest in supporting an event.

76.2 Summary of events held to date to promote the Ness

A final report was awaited from Jo Leverett. A member of the Friends of the Ness Group had also presented to Cllr Taylor and Deputy Clerk on 16 December (see above). They had suggested an opening event for Sunday 24 May and had extensive plans for what the event could include. It was confirmed that the Town Council would report back on the feasibility of the date after liaison with the Ness Contract Manager. The Town Council would now update the Ness Face Book page as necessary and continue liaison with the Friends of the Ness group.

76.3 Holocaust Memorial Day service – arrangements were in place for the commemorations to be at 10 am on Monday 27 January with a performance of Suitcase 1938 by pupils from Ormiston Denes Academy and the memorial service would begin immediately after at 10.30 am.

76.4 Armed Forces Day – following the discussion during the public forum, it was agreed that the Town Council would consider how best to have a presence at Armed Forces Day which may include having a

**Lowestoft Town Council**  
**Meeting of Communications and Events Sub-Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**15:00 on Thursday 9 January 2020**

stand in the exhibitors area. It was noted that the Town Mayor would formally be invited to attend and that the Town Council would be requested to issue invitations to the Lord Lieutenant and her Deputy to attend.

**76.5 VE Day 8 May 2020**

76.5i Support for Jack Rose Society for film show at Marina Theatre was deferred pending receipt of further information via Cllr Pearce.

76.5ii The suggested programme of events provided from both the Suffolk Lieutenancy Officer and VE Day PageantMaster was considered.

**77. Communications**

77.1 Communication of precept setting to electorate via council tax bills or other media – the sub committee were keen to progress the inclusion of an information letter with the council tax bills. The Deputy Clerk would progress this by providing a cost to Full Council for consideration.

77.2 The Town Council's communication strategy would be progressed in due course.

**78. Date of the next meeting** – 3.00 pm on Thursday 13 February 2020.

**79. Items for the next Agenda and Close** – the meeting was closed at 16.30

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

Signed: ..... 13 February 2020.