

# Lowestoft Town Council Events and Communications Sub-Committee

For the attention of all Committee Members

You are summoned to attend a Meeting of the Lowestoft Town Council Events and Communications Sub-Committee at **First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE at 16.00 on Monday 9 September 2019**

**The meeting is open to the public and press to attend** and those attending the meeting shall be informed that the meeting may be reported on (including recording, photographing and filming). This does not apply to confidential items. Please note that if members of the public are unable to attend the meeting, they may submit comments in writing. In providing such comments they accept that, where they are suitable, they may be considered at the meeting and published in our minutes. However, they should ensure that their name, address and contact details are included in their communication and should note that anonymous submissions will not be accepted. Members of the public accept that their name may be noted and recorded at the meeting. However, their contact details will not be noted and reported publicly.

Councillors must register relevant interests and also declare them at a meeting if they have such an interest in a matter to be considered. Under the Localism Act 2011 a councillor with a **disclosable pecuniary interest** in a matter on the Agenda cannot take part or vote on that matter, unless they have been granted a dispensation. Under the Council's Code of Conduct a councillor must leave the meeting room if they have such an interest, unless they have been granted a dispensation. There may be other interests or matters in which councillors might be considered to be biased or predetermined in which cases they will need to consider whether they should leave the room.

The Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity as part of relevant decisions.

*S S Bendix*

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Shona Bendix, Clerk  
3 September 2019

**Lowestoft Town Council**  
**Meeting of the Events and Communications Sub-Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**16:00 on Monday 9 September 2019**

**AGENDA**

**21. Welcome**

To explain the fire evacuation procedure, welcome the meeting and remind Councillors and members of the public right to report.

**22. To receive and consider acceptance of apologies absence**

**23. Declarations of Interests and Dispensations**

23.1 To receive Declarations of Disclosable Pecuniary and Local Non-Pecuniary Interests from Councillors on items on the agenda.

23.2 To note written requests for dispensations for Disclosable Pecuniary Interests

**24. Public Forum**

An opportunity for members of the public to make comments on any matters on this agenda.

**25. To consider the accuracy of the minutes of 18 July and 12 August 2019.**

**26. Terms of Reference**

To note this Sub-Committee is now a Sub-Committee of the Finance and Governance Committee. To note Terms of Reference are being reviewed by said Committee.

**27. Sub-Committee Membership**

27.1 Deputy Chair – to appoint a Deputy Chair for this Sub-Committee.

27.2 To consider the appointment of Substitute Members.

**28. Events**

28.1 To note applications received for events of Town Council land.

28.2 To consider making a recommendation for a budget to cover commemorative events (VE Day, VJ Day and other significant anniversaries)

28.3 To note Remembrance 2019 planning meeting.

**29. Communications**

29.1 To consider development of the Town Council's Communication Strategy in line with the Sub-Committees agreed Terms of Reference. This item will be noted only pending item 25 above.

**30. Date of next meeting to be agreed**

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

**32. To resolve that under the Public Bodies (Admission to Meetings) Act 1960 the public be excluded from the meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted, namely any legal and employment issues relating to the matters on this agenda.**