

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

MINUTES

Present: Cllrs Susan Barnard (arrived 16.06), Andy Pearce and Alice Taylor.

In attendance: Sarah Foote (Deputy Clerk)

Public: There were no members of the public in attendance

21. Welcome

Cllr Taylor, in the absence of Cllr Coleby, opened the meeting and chaired the meeting to agenda item 27.1. The fire evacuation procedure and public right to report were explained and the meeting was welcomed.

22. To receive and consider acceptance of apologies for absence

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

23. Declarations of Interests and dispensations

23.1 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.

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

It was agreed that this declarations would stand for the term of this Council.

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

24. Public Forum

There were no members of the public in attendance.

25. Confirmation of the Minutes of 18 July and 12 August 2019

It was proposed by Cllr Barnard, seconded by Cllr Pearce and agreed to accept these minutes as an accurate record.

26. 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 were due to be considered at the next Finance and Governance Committee meeting.

27. Sub-Committee Membership

27.1 It was agreed that Cllr Taylor would become Deputy Chair of this Sub-Committee. Cllr Taylor then assumed the role of Chair of the meeting.

27.2 It was agreed that substitute members did need to be appointed to the Sub-Committee however this would only be beneficial if Councillors were informing the office of their apologies ahead of the meeting and substitutes could be alerted to the need to attend a meeting. It was asked that the Clerk send a reminder to all Councillors on the protocol for offering apologies for absence.

28. Events

28.1 Events on Town Council land – no permissions had been granted since the last meeting. Events relating to the Ness continued to take place. Further discussion took place regarding Armistice Day and it was agreed to explore Town Councillor presence at other locations in the Town on Monday 11 November with wreaths also being laid.

28.2 Commemorative Events budget – members would work on producing a table of events to be commemorated in the 2020/2021 Council year and put a proposal forward to the Budget Working Group. Budget was already set for this year's Remembrance and Holocaust Memorial events.

29. Communications

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

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30. Date of the next meeting

4.00 pm on Monday 9 September 2019.

31. Items for the next Agenda and Close

Cllr Barnard requested consideration of events in band stands in the parks.

32. Resolution to close the meeting to the public

There were no confidential matters for discussion.

The Chair closed the meeting at 17.05

Signed: 23 September 2019