

Lowestoft Town Council Events and Communications Sub-Committee

For the attention of all Sub-Committee Members

You are summoned to attend a Meeting of the Lowestoft Town Council Events and Communications Sub-Committee at **via Video Conferencing at 15.00 on Thursday 25 June 2020**

Members of the public are welcome to observe the meeting, which can be accessed via <https://youtu.be/SPtS9V50QWc> and are welcome to submit comments regarding any item on the agenda in advance of the meeting. The minutes and all public documents associated with this agenda will be published as usual. *In providing any comments members of the public accept that, where they are suitable, they may be considered at the meeting and published in our minutes. Any individual submitting the comments 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.* The Council's Public Participation Protocol for Video Meetings will apply to this meeting.

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. . In this instance, the summons is for a video meeting and any councillor declaring a pecuniary interest will be disconnected from the call and redialled when the agenda item is complete.

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
18 June 2020

Lowestoft Town Council
Meeting of the Events and Communications Sub-Committee
Remote meeting to commence at 15.00 on Tuesday 23 June 2020
Stream Link: <https://youtu.be/SPtS9V50QWc>

AGENDA

101. To appoint the Chair of the Events and Communications Sub-Committee.

102. Welcome

To welcome the meeting and remind Councillors and members of the public of the right to report and noting the application of the video meeting protocol

103. To receive and consider acceptance of apologies absence

104. Declarations of Interests and Dispensations

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

104.2 To note written requests for dispensations for Disclosable Pecuniary Interests

105. Public Forum

To consider any comment from members of the public submitted in advance of the meeting.

106. To receive any comments and note that the draft minutes of the meeting on 12 March 2020 will be considered at the next appropriate meeting

107. To review and adopt Sub-Committee arrangements

107.1 To note the membership of the Events and Communications Sub-Committee

107.2 To appoint the Deputy Chair of the Events and Communications Sub-Committee

107.3 To review the Terms of Reference, including delegations, of Events and Communications Sub-Committee.

108. Events

108.1 To note applications received for events on Town Council land

108.2 To consider submission of an application to host National Armed Forces Day 2022.

108.3 To note correspondence from Heritage Open Days and consider the concept of virtual heritage tours.

108.4 Any other events which the Town Council needs to consider given the COVID-19 restrictions.

108.5 To give early consideration to Remembrance Sunday 2020.

109. Communications

To consider the Council's communications.

110. Date of next meeting – 3.00 pm on Thursday 30 July 2020.

111. Items for the next Agenda and Close.