

Lowestoft Town Council
Meeting of the Events and Communications Sub-Committee
Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
15.00 On Wednesday 22 December 2021

Present: Cllrs Sonia Barker (Chair), Alan Green, Graham Parker and Andy Pearce. Cllr John Pitts observing via zoom.

In attendance: Sarah Foote (Deputy Town Clerk) and Chris Meek (Office Assistant)

Public: There were no members of the public in attendance or via Zoom.

80. Welcome

The fire evacuation procedure and public right to report were explained and the meeting was welcomed. The Chair offered thanks to the Councillors who attended the meeting and to people who were watching at home and wanted to wish everyone a pleasant Christmas and a Healthy New Year to all.

81. To receive and consider acceptance of apologies absence

Apologies were received from Cllrs Brooks, Youngman and Pitts (observing from zoom)
Cllr Pearce proposed acceptance of the apologies received; seconded by Cllr Brooks; all in favour.

82. Declarations of Interests and Dispensations

82.1 Cllr Pearce declared a local non-pecuniary interest as a member of The Old Jack Rose Society in agenda item 85.3.

Cllr Green wanted to mention he is a member of Kessingland Parish Council and Cllr Barker wanted to mention that she is a member of First Light Festival.

83. To consider the draft minutes of the meetings on 25 November 2021

These minutes were agreed subject to two minor changes.

Cllr Barker as chair, and on behalf of members, of the Events and Communications Committee thanked all Councillors and Staff who have attended Lowestoft Town Council Events and have given input to the events over the last year, and most recently the last quarter of the year 2021.

Cllr Pearce proposed acceptance of the minutes; Cllr Green Seconded; all in favour.

84. Public Forum

84.1 No comments were recorded from the public forum.

85. Finance

85.1 Budget report was circulated prior to the meeting - Cllr Pearce read through the report and noted that the Battle of Britain filming budget was at £390 for the South Pier film but a further invoice was still to be received.

85.2 Cllr Pearce explained what Major events are – Lowestoft Town Council had agreed that major events budget for 22/23 is £5,000 per event and the major events that have budgets explicitly agreed are; Norfolk and Waveney MIND Kindness Festival, Heritage Open Days, Scores Race, First Light Festival and Armed Forces Day. Any funding over £5,000 would need to go to Assets, Inclusion and Development Committee for consideration.

85.3 Cllr Pearce – reported that transport costs for the filming crew to go to various sites outside the centre of Lowestoft had been incurred. The additional payment of £31.70 was considered, as it exceeded the current budget allocated. Cllr Green proposed; Cllr Parker seconded; all in favour to make this additional payment.

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86. Events

86.1 No applications for events on Town Council owned land

86.2 No report of permissions granted for events on Town Council owned land only – Deputy Town Clerk advised that last minute permission had been given to two stalls on Thursday 16th December 2021 at the Triangle.

86.3 To consider the following timetable of events:

Cllr Barker confirmed that Events in bold would be discussed at this meeting and the Events that were not highlighted would be discussed in future meetings.

Date	Item
December	Kinder transport themed event in Dec 2021 (some aspects may be confidential) Cllr Pearce gave update on Kinder Transport artwork was delayed and the transport museum advised that they would be combining to the Holocaust Memorial event in January 2022.
January 2022	Eastern Coach Works commemorating the dual anniversaries of the founding and closure of (35th anniversary of closure January 2022) – working with East Anglian Transport Museum Cllr Pearce had initial conversations with the East Anglian Transport Museum and they were looking at fundraising options to building a hall. It was the understanding that Lowestoft Town Council would be financially supporting this event in May 2022 but not arranging this event. It was agreed to make a donation of £1000; £500 for Eastern Coach Works and £500 for East Anglian Transport Museum event on 28 May 2022. Cllr Pearce proposed; Cllr Parker seconded; all in favour
13 January 2022	Waller's Raid 80th anniversary commemoration The event would be taking place on 8 January 2022 at Marina Theatre. Cllr Pearce proposed a budget £300 in total for refreshments for a total of 20 invited guests to also include the £45 hire fee. Cllr Pearce proposed; Cllr Green seconded; all in favour.
27 January 2022	Holocaust Memorial Day including art piece at Railway Station Cllr Pearce advised that the art piece would be separated from this event and possibly delivered in 2024. Cllr Pearce updated members on the Holocaust Memorial Film and would write a script and put forward to the committee to consider. It was agreed, if necessary, that budgets could be increased in acceptable range of no more than £400 per event, proposed by Cllr Pearce, seconded by Cllr Green; all in favour. Deputy Town Clerk updated the Committee on the Civic Service aspect - Lowestoft Town Council would organise and host the service to be held at railway station and Deputy Town Clerk had liaised with Community Rail Partnerships regarding this. Two High Schools would read short pieces with the theme of "One Day". Cllr Pearce proposed that a formal invite be extended to MP Peter Aldous; seconded by Cllr Green; all in favour.
8 March	International Women's Day Cllr Barker suggested the possibility of incorporating a competition in next year's event but stated time is of essence. It had been discussed about

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	promoting prominent Lowestoft females on this day. Cllrs Pearce and Barker wanted further discussions via Zoom in the new year to garner further ideas /possible arranging a small event and possibly using the Library. Deputy Town Clerk suggested using social media to promote Lowestoft woman.
28 May 2022	<i>East Anglian Transport Museum 50th</i>
2/3/4/5 June 2022	<i>HM Queen Elizabeth's Platinum Jubilee</i>
5 June 2022	<i>World Environment Day</i>
June 2022	<i>Festival of Suffolk</i>
June 2022	<i>First Light Festival – early consideration –Cllr Barker concerned that minimal contact had taken place with First Light Festival - Officers to send email to get further dates for meetings scheduled.</i>
June 2022	<i>Armed Forces Day – early consideration</i>
June 2022	<i>40th anniversary of Falklands War and commemoration of local service personnel</i>
May to July 2022	<i>175 anniversary of the coming of the railway to Lowestoft - 1 July 2022 will be the anniversary of the opening of Lowestoft railway station and passenger connection)- Cllr Pearce would like Lowestoft Town Council to contribute to this event and would like ABP and rail partnership involved</i>
July or August	<i>Norfolk and Waveney MIND event (including Climate aspects)</i>
September 2022	<i>Great British Beach Spring Clean</i>
September 2022	<i>Heritage Open Days</i>
October 2022	<i>Black History Month</i>
November 2022	<i>COP27</i>
Friday 11 November 2022	<i>Armistice Day</i>
Sunday 13 November 2022	<i>Remembrance Sunday Parade and Service</i>
19 November 2022	<i>Anniversary Commemoration of the loss of the 'Reclaim' – joint working with ABP, South Pier Lowestoft Ltd and Kessingland Parish Council.</i>

87. Events for consideration and timetabling

87.1 Civic Event during 2022 – it was agreed that a date should be decided and plans taken from there. The date should be of significance to Lowestoft and maybe have a fundraising element to to encourage public participation from the people of Lowestoft. Cllr Green's aim as Mayor was to promote Lowestoft at civic events that he attended.

87.2 A children's event. Cllr Pearce suggested a date of significance, for example, International children's day on 20 November 2022 and used this as a guide for discussion.

87.3 Artwork at Normanston Park including a competition element- Cllr Youngman and Cllr Pearce had spoken to children on the Skate Park and had feedback. Officers to arrange a zoom call with Norse to discuss artwork and the involvement schools in running this as a competition.

87.4 Sponsorship of a sporting event. Cllr Pearce discussed sponsoring the Scores Race and had discussions about other sporting events. Lowestoft Vision were previous sponsors of the Scores Race but had no exclusive sponsorship for this event. The committee asked Officers to approach Waveney Athletics Club about sponsoring a Sporting Event.

88. To consider support for premises for Community Group activities.

A Bowling Club had approached Cllr Brooks about possibilities or suggestions for supporting their

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groups in trying to find premises to continue as a club. It was agreed that this subject would be deferred until the next meeting in February 2022.

89. Freedom of the Town

89.1 Communications policy for use of Freedom of the Town insignia for titleholders.

Deputy Town Clerk circulated a document prior to meeting with terms and conditions about using the Freedom of Town Insignia in every day-to-day communications. Cllr Pearce proposed this be put forward to Standing Orders and Policies; Cllr Green Seconded; all in favour.

90. Communications

Cllr Pearce proposed that the following items 90.1 to 90.4 were deferred until the next meeting in February 2022 when the Council should have an update on the Communications Officer vacancy.

Cllr Barker updated the committee about the communications vacancy job. Cllr Pearce proposed; Cllr Parker Seconded; all in favour

90.1 To consider Town Council communications.

90.2 To consider promotional video.

90.3 To consider an Electronic newsletter

90.4 To consider improved use of Lowestoft Library as a communication tool.

91. Date of next meeting

The next meeting to be held on 23 February 2022 in person but to have zoom meeting in between 22/12/21 and 23/02/22. It was agreed during the meeting that a zoom meeting would also be held on 11 January 2022.

92. Items for the next Agenda and Close

Cllr Barker requested an update on the Communications Officer vacancy.

Cllr Pearce would like events work to be reviewed with consideration for outsourcing event organisation and management if necessary.

93. 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.

There was no confidential business. The Chair closed the meeting at 16.39