

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 Events and Communications Sub-Committee of Lowestoft Town Council at 15:00 on Wednesday 22 December 2021 at Hamilton House, Battery Green Road, Lowestoft NR32 1DE.

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. Comments can also be submitted regarding any item on the agenda in advance of the meeting. Members of the public can join the meeting remotely via the following link: <https://us02web.zoom.us/j/87010593951>. The meeting can also be observed via the following link: <https://youtu.be/b9DF-P5LFmM>

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.

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 be present.

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

To help prevent the spread of Covid-19, all attendees should bring their own refreshments, their own pen for signing in, and should dress appropriately given the need for increased ventilation on the site. Every person attending should make their own risk assessment of the advisability of attending and/or any measures they should take individually to ensure their safety.

S S Bendix

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Shona Bendix, Clerk
16 December 2021

Lowestoft Town Council
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AGENDA

80. Welcome

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

81. To receive and consider acceptance of apologies absence

82. Declarations of Interests and Dispensations

82.1. To receive Declarations of Disclosable Pecuniary and Non-Pecuniary Interests from Councillors on items on the Agenda and to note that there are no written requests and grants of dispensations for Disclosable Pecuniary Interests

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

84. Public Forum

84.1. An opportunity for the public to make comments on any matters on this agenda and to consider any advance comments from the public.

85. Finance

85.1. To monitor expenditure by the sub-committee from its delegated budget

85.2. To note budget commitments for major events in 2022/23 and agreed a recommendation to AID Committee for delegation of expenditure in relation to these items

85.3. To note additional payment, in excess of budget, in relation to Remembrance Filming (£31.70)

86. Events

86.1. Applications for events on Town Council owned land

86.2. To receive a report of permissions granted for events on Town Council owned land

86.3. To consider the following timetable of events:

Date	Item
December	Kindertransport themed event in Dec 2021 (some aspects may be confidential)
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
13 January 2022	Waller's Raid 80th anniversary commemoration
27 January 2022	Holocaust Memorial Day including art piece at Railway Station
8 March	International Women's Day
<i>28 May 2022</i>	<i>East Anglian Transport Museum 50th</i>
<i>2/3/4/5 June 2022</i>	<i>HM Queen Elizabeth's Platinum Jubilee</i>
<i>5 June 2022</i>	<i>World Environment Day</i>
<i>June 2022</i>	<i>Festival of Suffolk</i>
<i>June 2022</i>	<i>First Light Festival – early consideration</i>
<i>June 2022</i>	<i>Armed Forces Day – early consideration</i>
<i>June 2022</i>	<i>40th anniversary of Falklands War and commemoration of local service personnel</i>

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<i>May to July 2022</i>	<i>175th 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)</i>
<i>July or August</i>	<i>Norfolk and Waveney MIND event (including Climate aspects)</i>
<i>September 2022</i>	<i>Great British Beach Spring Clean</i>
<i>September 2022</i>	<i>Heritage Open Days</i>
<i>October 2022</i>	<i>Black History Month</i>
<i>November 2022</i>	<i>COP27</i>
<i>Friday 11 November 2022</i>	<i>Armistice Day</i>
<i>Sunday 13 November 2022</i>	<i>Remembrance Sunday Parade and Service</i>
<i>19 November 2022</i>	<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 To consider the introduction of a Civic Event during 2022.
- 87.2 A children's event.
- 87.3 Artwork at Normanston Park including a competition element
- 87.4 Sponsorship of a sporting event.

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

89. Freedom of the Town

- 89.1. To consider a communications policy for use of Freedom of Town insignia for title holders.

90. Communications

- 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 – 15.00 on 23 February 2022.

92. Items for the next Agenda and Close.

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.