

# 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 23 June 2021.

**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 submitting 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/83604865693>. The meeting can also be observed via the following link: <https://youtu.be/HMcgOFn6fx0>. *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 June 2021

**Lowestoft Town Council**  
**Meeting of the Events and Communications Sub-Committee**  
**Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB**  
**15:00 on 23 June 2021**

**AGENDA**

**14. Welcome**

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

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

**16. Declarations of Interests and Dispensations**

16.1 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

**17. Public Forum**

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

17.2 To receive a presentation on allotments Heritage Open Days Project.

**18. To consider the draft minutes of the meeting on 10 June 2021.**

**19. Events**

19.1 Following an earlier presentation, consider Allotments-themed Heritage Open Days project and Town Council's involvement in HOD.

19.2 Commemoration Events of 2020 - to note Town Council events which were postponed due to the Covid pandemic and consider plans for rearrangement of these events.

19.3 To note event plans and national arrangements for NHS, Social Care and Frontline Workers Day on 5th July 2021 and confirm expenditure towards flags and other items.

19.4 To consider sponsorship of a sporting event to underline LTC's commitment to promote sport and outdoor activity, and to help raise the Town Council's profile in the community.

19.5 To consider process and events for the awards of granted Freedoms of the Town (some matters may be confidential)

19.6 To consider a schedule of commemorations to mark significant local historical events and their relevant anniversaries

19.7 To consider HM Queen Elizabeth's Platinum Jubilee (2 June 2022) and any Town Council events

**20. Communications**

20.1 To consider the Town Council's public interaction on online communications platform, Facebook

20.2 To consider Lowestoft Promotional Video (some matters may be confidential)

**21. Date of next meeting – 25<sup>th</sup> August 2021**

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

**23. 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.**