

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 10:00am on Wednesday 27 April 2022 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/86739120610> . The meeting can also be observed via the following link: <https://youtu.be/bAmpiHLqZhw>

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 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
20 April 2022

Lowestoft Town Council
Meeting of the Events and Communications Sub-Committee
Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10.00am on Wednesday 27 April 2022

AGENDA

106. Welcome

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

107. To receive and consider acceptance of apologies absence

108. Declarations of Interests and Dispensations

108.1. 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.

109. To consider the draft minutes of the meetings on 23 February 2022

110. Public Forum

110.1. To receive comments from a representative of Marie Curie.

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

111. Finance

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

111.2. To consider if criteria of grant to Lowestoft Life and Times (Lowestoft Allotment Project) were met and authorise payment.

112. Events

112.1. Any applications for events on Town Council owned land which need sub-committee consideration.

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

112.3. To consider the following timetable of events:

Table 1 - Schedule of events

Date	Item
27 & 28 May 2022	Festival of Suffolk Torch relay -arrival/departure
28 May 2022	East Anglian Transport Museum 50 th
June 2022	First Light Festival
June 2022	Armed Forces Day
2 June 2022	40 th anniversary of Falklands War and commemoration of local service personnel
May to July 2022	175 th 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)
July 2022	Official Launch of Whitton Green Project
Friday 29 July 2022	Norfolk and Waveney MIND Festival of Kindness
Sunday 28 August 2022	Scores Race (25 th anniversary race)

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Date	Item
September 2022	Great British Beach Spring Clean
9-18 September 2022	Heritage Open Days
24 September to 2 October 2022	Great Big Green Week to incorporate climate event
October 2022	Black History Month
7 to 18 November 2022	COP27
Friday 11 November 2022	Armistice Day
Sunday 13 November 2022	Remembrance Sunday Parade and Service
19 November 2022	Anniversary Commemoration of the loss of the 'Reclaim' – joint working with ABP, South Pier Lowestoft Ltd and Kessingland Parish Council.
Friday 27 January 2023	Holocaust Memorial Day
8 March 2023	International Women's Day
23 February to 5 March 2023	Possible Fairtrade Event

113. Events for consideration and timetabling

- 113.1. To consider the introduction of a Civic Event during 2022.
- 113.2. Artwork at Normanston Park including a competition element.
- 113.3. To note in principle agreement of Finance and Governance Committee for a maximum budget of £2,000 for a cookery van event at the Triangle Market and to consider the how to progress.

114. Communications

- 114.1. To receive a presentation from the newly appointed Communications Officer.
- 114.2. To consider progression and replacement of Heritage Green Plaques.

115. Date of next meeting – 10am on Wednesday 22 June

116. Items for the next Agenda and Close.

- 117. 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.**