

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 22 June 2022 at **Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB.**

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/82492962652> . The meeting can also be observed via the following link: <https://youtu.be/pJFjn525nL0>

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
15 June 2022

Lowestoft Town Council
Meeting of the Events and Communications Sub-Committee
Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB
10.00am on Wednesday 22 June 2022

AGENDA

1. To appoint the chair of Events and Communications Sub-Committee

2. Welcome

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

3. To receive and consider acceptance of apologies absence

4. Declarations of Interests and Dispensations

4.1 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.

5. To consider the draft minutes of the meetings on 27 April 2022

6. To review and adopt Sub-Committee arrangements:

6.1 To note the membership of the Events and Communications Sub-Committee.

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

6.3 To review and adopt the Terms of Reference of the Events and Communications Sub-Committee.

7. Public Forum

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

7.2. To receive comments from Town Hall Heritage Project Manager.

8. Finance

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

8.2. To note Jubilee event project cost.

9. Events

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

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

9.3. To note the cancellation of the Norfolk and Waveney Mind Festival of Kindness event.

9.4. To consider the following timetable of events:

Table 1 - Schedule of events

Date	Item
May to July 2022	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)
July 2022	Official Launch of Whitton Green Project
Sunday 28 August 2022	Scores Race (25 th anniversary race)
9-18 September 2022	Heritage Open Days
24/25 September 2022	Great Big Green Weekend
October 2022	Black History Month

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Date	Item
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.
12 December 2022	Kindertransport event (some aspects may be confidential)
Friday 27 January 2023	Holocaust Memorial Day
8 March 2023	International Women's Day
23 February to 5 March 2023	Possible Fairtrade Event

10. Events for consideration and timetabling

10.1. To consider the introduction of a Civic Event during 2022.

10.2. To receive an update on the film from the commemoration of Dunkirk and Battle Britain 2021.

11. Communications

11.1. To receive an update from the Communications Officer.

11.2. To progress ordering and installation of the Heritage Plaques.

12. Date of next meeting – 10am on Wednesday 24 August

13. Items for the next Agenda and Close.

14. 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.