

# Lowestoft Town Council Events and Communications Sub-Committee

For the attention of all Sub-Committee Members

You are summoned to attend a meeting of Events and Communications Sub- Committee Meeting of Lowestoft Town Council at 10.00am on Wednesday 28 June 2023, at **First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, 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, photography, 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/81825549923> .The meeting can also be observed via YouTube on the following link: <https://youtu.be/51vlyvEFZIE> .

*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 **relevant interests** in matters on the agenda cannot take part or vote on those matters, 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 case they will need to consider whether they should leave the room.

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 infectious diseases, all attendees should consider the safety of others, make their own risk assessment of the advisability of attending and consider measures they should take to ensure their own safety.

Regards,

*S. Bendix*

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Shona Bendix, Town Clerk  
21 June 2023

**Lowestoft Town Council**  
**Meeting of the Events and Communications Sub-Committee**  
**Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**10.00am on Wednesday 28 June 2023**

**AGENDA**

- 1. To appoint the Chair of the 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, Other Registerable and Non-Registerable interests from councillors on items on the agenda.
  - 4.2 To consider written requests for dispensations for interests and note dispensations granted.
- 5. To consider the draft minutes of the meeting on 26 April 2023**
- 6. Public Forum**  
An opportunity for the public to make comments on any matters on this agenda and to consider any advance comments from the public.
- 7. To consider Sub-Committee arrangements:**
  - 7.1. To note the membership of the Events and Communications Sub- Committee.
  - 7.2. To appoint the Deputy Chair of the Events and Communications Sub- Committee.
  - 7.3. To review and adopt the terms of reference.
  - 7.4. To consider a recommendation from Assets, Inclusion and Development Committee on this Sub-Committee’s meeting schedule.
  - 7.5. To note the delegated budget.
- 8. Finance**
  - 8.1. To monitor expenditure by the sub-committee from its delegated budget.
- 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 receive an update from the Town Hall Project coordinator.
  - 9.4. To review and consider the following timetable of events:

*Table 1 - Schedule of events*

Date	Item
7 May 2023	Coronation Concert
28 July -6 August 2023	Love Parks
5 August 2023	Pride Event
26 August 2023	Norfolk and Waveney Mind and Wellbeing Event

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Date	Item
8 to 17 September 2023	Heritage Open Days
October 2023	Black History Month 2023
11 November 2023	Armistice Day
12 November 2023	Remembrance Sunday and Parade Event
6 June 2024	80 D-Day Anniversary

**10. Events for consideration and timetabling**

- 10.1. To consider a Rock and Roll event in 2024.
- 10.2. To consider a competition for a mural on the seawall at North Denes.
- 10.3. To consider joint venture working to submit a bid for Lowestoft to host National Armed Forces Day.
- 10.4. To consider a Climate Event.

**11. Communications**

- 11.1. To receive a report from the Communications Officer, including analytical data.
- 11.2. To give early consideration on development of our website.
- 11.3. To receive and consider a report regarding the possible transfer of the Lowestoft Borough Coat of Arms to Lowestoft Town Council.
- 11.4. To consider use and maintenance of LTC owned noticeboards.
- 11.5. To receive an update on IT provision.

**12. To receive an update on the memorial to all Lowestoft boats and Seafarers lost at sea down the years.**

**13. To consider a recommendation to AID committee for a memorial to the Lowestoft Witches.**

**14. Date of next meeting – To be confirmed.**

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

**16. 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.**