

# 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 23 August 2023, at **First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE.**

**The meeting is held in accessible premises and open to the public and press to attend.** Those attending 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/83337754143> .The meeting can also be observed via YouTube on the following link: <https://youtu.be/y-yhlfR09Q>

*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  
16 August 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 23 August 2023**

**AGENDA**

**33. Welcome**

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

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

**35. Declarations of Interests and Dispensations**

- 35.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda.
- 35.2. To consider written requests for dispensations for interests and note dispensations granted.

**36. To consider the draft minutes of the meeting on 26 July 2023**

**37. 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.

**38. Finance**

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

**39. Events**

- a. Any applications for events on Town Council owned land which need sub-committee consideration.
- b. To receive a report of permissions granted for events on Town Council owned land.
- c. To review and consider the following timetable of events:

*Table 1 - Schedule of events*

Date	Item
28 July to 6 August 2023	Love Parks
5 August 2023	Pride Event
26 August 2023	Norfolk and Waveney Mind and Wellbeing Event
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
2 December 2023	Christmas Market
27 January 2024	Holocaust Memorial Day
8 March 2024	International Women's Day
6 June 2024	80 D-Day Anniversary
August 2024	Rock N Roll Festival

**40. Events for consideration and timetabling**

- a. To consider a Climate Event.
- b. Halloween Market.
- c. To consider how to approach a bid for National Armed Forces Day 2025

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- 41. To receive a report on Town Hall Heritage activities**
- 42. Communications**
  - a. To receive an update on IT provision.
- 43. To receive an update on the memorial to all Lowestoft boats and Seafarers lost at sea down the years.**
- 44. To receive an update on the memorial to Amy Denny and Rose Cullender who were accused of witchcraft in the 17<sup>th</sup> century.**
- 45. To consider the purchase of additional flag and costs for flying at Town Hall**
- 46. Heritage Plaques**
  - a. To consider the proposed heritage plaque plan for the civic year 2023-2024
  - b. To consider appointing a preferred supplier for heritage plaques (may be confidential)
- 47. Date of next meeting – Wednesday 27 September 10:00am**
- 48. Items for the next Agenda and Close.**
- 49. 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.**