

**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**

**Minutes**

**Present:** Cllrs Sonia Barker (Chair), Wendy Brooks, Andy Pearce, John Pitts, Bernie Rappensberger, Elise Youngman

**In Attendance:** Christopher Meek (Office Administrator), Michael Winter (Communications Officer), Shona Bendix (Town Clerk)

**Public:** One member of public was present.

**33. Welcome**

The fire evacuation plan and reporting at meetings policy was explained and the meeting was welcomed.

*Cllr Pitts joined the meeting at 10:01*

Cllr Barker thanked staff and councillors who organised and joined the opening events at Sparrows Nest and Rosedale, to the Communications Officer for Love Parks Week, to everyone involved in the recent Pride event, and to Bird's Eye for their sponsorship of the event.

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

None received. It was noted that Cllr Youngman and Cllr Pearce would be joining the meeting later.

**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.

Cllr Brooks declared an interest in the Black History Month Competition and International Women's Day event.

35.2. To consider written requests for dispensations for interests and note dispensations granted.

None were received ahead of the meeting.

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

Cllr Rappensberger proposed approval with amendments, seconded by Cllr Barker, two voted in favour, one against and one abstention.

**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.

Cllr Barker proposed to move item 44, seconded by Cllr Rappensberger, three in favour, one abstention.

Cllr Barker amended her proposal to include item 43 in the public forum, seconded by Cllr Rappensberger, all in favour

*Cllr Youngman and Cllr Pearce joined the meeting at 10:12.*

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Item 43 – Member of public gave an update on a recent meeting with the Port of Lowestoft Research Society (PLRS) on the memorial to all Lowestoft boats and Seafarers lost at sea down the years. The member of public confirmed that the PLRS were agreed that a memorial should be created, with the memorial going on land owned by Lowestoft Town Council with a preference to the location being in Sparrows Nest, close to the Maritime Museum.

Cllr Brooks suggested that budgets would need to be looked at with the possible inclusion of external funding but agreed with the suggested location.

The member of public confirmed that the inscription on the memorial would be general.

Cllr Pearce raised that any proposed location within Sparrows Nest would need to be wary that the space near the Maritime Museum is often used for events. The member of public confirmed that they had spoken to the Maritime Museum who had suggested that the memorial could use one of their garden spaces in front of the museum. The Office Administrator raised that any new additions to the park may limit the parks capacity which would affect events in the park.

Cllr Pearce proposed a delegation to staff with members of the sub-committee to liaise with the PLRS and work on a design which would then be used to work out materials and costings, seconded by Cllr Pitts, all in favour.

The member of public agreed to pass on the direct contacts they had with the PLRS to the office to progress the discussions.

Item 44 – The member of public confirmed that they had provided some proposed designs and locations for the memorial to Amy Denny and Rose Cullender who were accused of witchcraft in the 17th century, with the proposed location being within the Triangle Market area.

Cllr Brooks suggested that a water feature could be considered in place of the proposed tree.

Cllr Pearce proposed to use the initial designs proposed by the member of public and set an initial budget of £2,500 from the Events Budget for the memorial plaque and stone, excluding the tree or water feature, with Finance and Governance Committee to look at the budget allocation, seconded by Cllr Youngman, all in favour.

Cllr Pearce proposed to include the inscription ideas proposed by the member of public on the memorial, seconded by Cllr Barker, all in favour.

The member of public thanked the sub-committee members for their work and enthusiasm for these memorials.

*Member of Public left the meeting at 10:54*

### **38. Finance**

- a. To monitor expenditure by the sub-committee from its delegated budget.  
The budget spreadsheet was displayed in the meeting. The underspend for the Pride 2023 event was noted.

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Cllr Pearce proposed for the Climate event underspend should be rolled over to the Climate event proposed for 2024, seconded by Cllr Barker, all in favour.

Cllr Pearce proposed a recommendation to Finance and Governance Committee for the Heritage Open Days budget to be rolled over to the 2024/25 budget, seconded by Cllr Brooks, all in favour.

**39. Events**

- a. Any applications for events on Town Council owned land which need sub-committee consideration.  
There were no events needing consideration.
- b. To receive a report of permissions granted for events on Town Council owned land.  
The Office Administrator confirmed that event permission had been given for a Heritage Open Days event on the Triangle Market, and to the Friends of Kensington Gardens for an ongoing stone-painting event in Kensington Gardens.

- c. To review and consider the following timetable of events:

*Table 1 - Schedule of events*

Date	Item
28 July to 6 August 2023	<b>Love Parks</b> Cllr Barker commented on the positive press coverage for the events, including the park openings.
5 August 2023	<b>Pride Event</b> It was confirmed that Full Council had agreed to hold another Pride event in 2024.
26 August 2023	<b>Norfolk and Waveney Mind and Wellbeing Event</b> Officers confirmed that this event was taking place this coming Saturday and that the organisers had not reported any issues. The event organisers had asked that if anyone wanted to volunteer they should email MIND directly.
8 to 17 September 2023	<b>Heritage Open Days</b> The Communications Officer gave feedback on a recent steering group meeting they had attended. It was reported that 2023 would be treated as an interim year with a view to expand in 2024.  Officers confirmed that the Town Hall would not be able to open during the festival due to the strip out works taking place. Communications around the festival would focus on promoting events taking place in the town and highlighting the virtual Town Hall.

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Date	Item
October 2023	<p><b>Black History Month 2023</b></p> <p>The Communications Officer confirmed that more public communications were going to be published, alongside a press release and further contact with the schools and youth groups. Some publicity had already taken place during the Love Parks Week events.</p> <p>It was requested that the competition outline was recent to councillors.</p> <p>Cllr Pitts confirmed that the new shield for the visual arts competition was in hand and Officers confirmed that they would contact the winners of the 2022 writing competition to return the shield ready for awarding this year.</p> <p>Officers confirmed that the budget for prizes had been amended to £1250.</p>
11 November 2023	<p><b>Armistice Day</b></p> <p>It was confirmed that there was a delegation to the Deputy Town Clerk to organise this, alongside the Remembrance Sunday and Parade.</p>
12 November 2023	<p><b>Remembrance Sunday and Parade</b></p> <p>This was discussed alongside the Armistice Day event.</p>
2 December 2023	<p><b>Christmas Market</b></p> <p>Officers confirmed that this date was selected to tie in with the official light switch-on. It was suggested that the market would include traditional Christmas Stalls such as a chestnut stall.</p>
27 January 2024	<p><b>Holocaust Memorial Day</b></p> <p>The Communications Officer confirmed that the theme for 2024 was “Fragility of Freedom” with the Holocaust Memorial Trust releasing some resources on this theme.</p> <p>Cllr Brooks raised that the event at Kensington Gardens needed to be looked at and built upon from the 2023 event.</p> <p>Cllr Pearce agreed that the Town Council should aim to do two events again in 2024 (one at the Railway Station and one at Kensington Gardens).</p>
8 March 2024	<p><b>International Women’s Day</b></p> <p>Cllr Brooks commented that she had been contacted by a member of public who had the idea to contact local women’s groups. Cllr Pearce suggested putting out a public message to ask women’s groups to get in contact. Cllr Barker suggested for councillors to pass on any contacts that they know.</p>
6 June 2024	<p><b>80 D-Day Anniversary</b></p> <p>Cllr Pearce confirmed that the £10,000 budget suggested in the meeting paper would need to be considered by Full Council</p>

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August 2024	<b>Rock N Roll Festival</b> Officers reported that none of the bands contacted had returned any contact with the office.

**40. Events for consideration and timetabling**

**a. To consider a Climate Event.**

It was confirmed that this was discussed at the recent Climate and Ecological Emergency Committee with the event taking place on 14<sup>th</sup> – 16<sup>th</sup> June 2024 to tie in with the national Great Big Green Week campaign.

**b. Halloween Market.**

The Office Administrator reported that last year's Halloween Market had been very successful for the traders involved.

Cllr Pearce proposed a delegation to Officers to arrange the Halloween Market with a maximum budget of £500, seconded by Cllr Brooks, all in favour.

**c. To consider how to approach a bid for National Armed Forces Day 2025**

The Town Clerk confirmed that any bid would require partner support, including from East Suffolk Council and Suffolk County Council (who both have Armed Forces Officers), with the bid being an item on the upcoming quarterly liaison meeting with East Suffolk Council. It was also confirmed that the £650,000+ budget that had been suggested for the event excluded any budget needed for putting the bid application together.

If was suggested that Officers contact the Armed Forces Officers at East Suffolk Council and Suffolk County Council to find out their support and then reach out to other potential partners and groups to receive letters of support.

The Town Clerk suggested that an update could be provided at the next Events and Communications Sub-Committee meeting after the East Suffolk Council Quarterly Liaison meeting had taken place.

**41. To receive a report on Town Hall Heritage activities**

A report had been circulated to all members. It was reported that the recent FISH (Food in School Holidays) activities had been positive and well received. Cllr Barker thanked the Town Hall Heritage Engagement team for their hard work.

**42. Communications**

**a. To receive an update on IT provision.**

The Communications Officer gave a brief update on provision, reporting that Officers were looking at new ways of using the new IT system to make agendas more accessible. Some new systems had already been implemented, such as the new Councillor Update which would continue to be developed.

*Cllr Brooks proposed to suspend standing order 2Y for 10 minutes at 12:00, seconded by Cllr Barker, all in favour.*

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

This item was discussed earlier during the Public Forum.

- 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.**

This item was discussed earlier during the Public Forum.

- 45. To consider the purchase of additional flag and costs for flying at Town Hall**

Cllr Brooks suggested that the Town Council could look to purchase an England Flag which could be raised in the future to mark and celebrate events such as the recent Women's FIFA World Cup.

The Town Clerk suggested that an annual budget of £1000 could be set for the raising of flags.

Cllr Brooks proposed to purchase two England flags – one for the Town Hall and one for flying in parks, seconded by Cllr Pearce, all in favour.

- 46. Heritage Plaques**

- a. To consider the proposed heritage plaque plan for the civic year 2023-2024

Cllr Pearce commented that he disagreed with the proposed plaque plan, instead suggesting that priority should be given to plaques on Lowestoft Town Council-owned land and land owned by organisations that the Town Council has a working relationship with.

*Cllr Pearce proposed to extend standing orders 2Y by a maximum of 5 minutes, seconded by Cllr Barker, all in favour.*

Cllr Pearce proposed that both the plan and the supplier document should be considered by the Assets, Inclusion and Development Committee, seconded by Cllr Brooks, all in favour.

- b. To consider appointing a preferred supplier for heritage plaques (may be confidential)

This was considered alongside the proposal in item 46a.

- 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.**

Meeting closed at 12:13