

# 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 27 September 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/84516512024> .The meeting can also be observed via YouTube on the following link: <https://youtu.be/KFnd69Q4CRc>

*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  
20 September 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 27 September 2023**

**AGENDA**

**50. Welcome**

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

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

**52. Declarations of Interests and Dispensations**

52.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda.

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

**53. To consider the draft minutes of the meeting on 23 August 2023**

**54. 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.

**55. Finance**

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

**56. Events**

a. To note any applications for events on Town Council owned land

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
26 August 2023	Norfolk and Waveney Mind and Wellbeing Event
8 to 17 September 2023	Heritage Open Days
October 2023	Black History Month 2023
28 October 2023	Halloween Market
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
14-16 June 2024	Climate Event
August 2024	Rock N Roll Festival

**57. Events for consideration and timetabling**

a. To consider a date for Lowestoft Pride 2024

b. To consider summer event arrangements for Sparrows Nest Band Stand and any costs involved

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**58. Communications**

- a. To receive an update on IT provision.
- b. To receive an update from the Communications Officer including analytical data

**59.** To receive a presentation on the heritage “Our Fallen” project.

**60.** To consider options for a consort badge for Mayor and Deputy Mayor and any costs involved (some aspects may be confidential)

**61. Date of next meeting – Wednesday 25 October 10:00am**

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

**63. 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.**