

Lowestoft Town Council
Meeting of the Events and Communications Sub-Committee
Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10.00am on Wednesday 25 October 2023

MINUTES

Present: Cllrs Sonia Barker (Chair), Bernie Rappensberger (Deputy Chair), Andy Pearce and Elise Youngman

In Attendance: Christopher Meek (Events and Administration Officer), Michael Winter (Communications Officer) and Taylor Williams (Committee Clerk)

Also in attendance: One member of the public (in person)

64. Welcome

The fire evacuation procedure and public right to report was explained and the meeting was welcomed.

65. To receive and consider acceptance of apologies absence.

Apologies had been received from Cllrs Pitts and Brooks with reasons. Cllr Pearce proposed approval of apologies received; seconded by Cllr E Youngman; all in favour.

66. Declarations of Interests and Dispensations

66.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda – There were no declarations.

66.2 To consider written requests for dispensations for interests and note dispensations granted – No written requests for dispensations had been received.

67. To consider the draft minutes of the meeting on 27 September 2023

Cllr Rappensberger proposed approval of the minutes; seconded by Cllr Pearce; all in favour.

68. 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 – An advanced comment had been received and would be addressed after Mr Bunn, who was in attendance, spoke on items 71a. and 71b. Cllr Barker proposed these items be brought forward and discussed under Public Forum; seconded by Cllr Pearce; all in favour.

71. Events for consideration and timetabling

a. To agree a location and maximum budget for the memorial to Lowestoft boats and seafarers lost at sea – The Port of Lowestoft Research Society (PLRS) and trustees of the Maritime Museum were in accordance with siting the memorial in the garden at the front of the museum building. There were no forthcoming ideas at the time of the meeting on what form the memorial should take, however it was agreed that the memorial should be substantial, and its design would be dependent on the cost.

Cllr Pearce proposed to in principle endorse the location for the memorial, with the grounds survey and utility checks to be progressed by the grounds maintenance team; seconded by Cllr Rappensberger; all in favour.

Cllr Pearce proposed PLRS be asked to design the sculpture, with officers to complete the utilities check in time for the next meeting.

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The Parks and Open Spaces Sub-Committee would discuss complementary planting for the garden as PLRS had suggested the memorial site be restored per the historical photos of flower beds that used to be in the area.

Cllr E Youngman seconded the proposal and a vote was held with all in favour.

- b. To agree a design for the Amy Denny and Rose Cullender memorial – Mr Bunn intended for this memorial to match the heritage plaques rather than be viewed as a grave and had changed the design to accommodate this. He suggested the plaque be affixed to a stone plinth with the sixteenth century logo of Lowestoft and the modern Town Council logo featured on the plaque. Mr Bunn also suggested two new locations for the memorial in Belle Vue Park be considered. It was noted that the Sub-Committee had already voted and agreed on the location being the Triangle Market.

Cllr Pearce proposed the new design be accepted, and a quote be sought on the basis that the stone plinth would be Portland Stone, a delegation be made to officers to decide on the logos displayed on the plaque and their location, with a suitable inscription to accompany the memorial on the stone base to state this was commissioned by Lowestoft Town Council in association with Ivan Bunn; seconded by Cllr Rappensberger; all in favour.

The Communications Officer entered the chamber at 10:34

Mr Bunn suggested the garden near the south gate of Belle Vue Park (denoted as Location A on his documents) was a more appropriate location for the memorial near the 'Beacon Stones' which had been known locally as the 'Witches Stones'. As the memorial would be situated within a garden a tree would no longer be necessary.

Mr Bunn suggested the deteriorated 'Beacon Stones' plaque be replaced prior to the 150th anniversary celebration of Belle Vue Park.

Cllr Pearce proposed to endorse the new location and, as complimentary works, to source a quote before the next meeting to replace the existing plaque for the beacon stones in time for the anniversary celebrations in May 2024; seconded by Cllr Rappensberger; all in favour.

Mr Bunn thanked the Committee for their support of the proposals.

Mr Bunn left the meeting at 10:41

Communication had been received from a member of the public in Canada regarding the D-Day Landings and a possible collaboration between the two Councils to commemorate their historic connection. Cllr Pearce proposed a delegation be made to officers to request further information from the member of public on what they envisage and return to this item at the next meeting to discuss further and consider a possible budget to support a visit; seconded by Cllr Rappensberger; all in favour.

69. Finance

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

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provisional budget of £15,000 for the Pride Event next year should be adequate and officers would explore possible sponsorships.

The funding for D-Day 80th Anniversary had been approved by Full Council and officers confirmed some funding would need to be drawn down before April 2024. Cllr Pearce proposed £3,000 of the approved £15,000 budget be made available to officers in 2023-2024, with a delegation to the Finance and Governance Committee to decide on the budget allocation; seconded by Cllr Barker; all in favour.

Officers would confirm if the Remembrance budget for 2024-2025 was adequate and if an increase was required it would be returned to the Budget and Loan Sub-Committee.

70. Events

- a. To note any applications for events on Town Council owned land – No applications had been received.
- b. To receive a report of permissions granted for events on Town Council owned land – No permissions had been granted.
- c. To review and consider the following timetable of events:

Table 1 - Schedule of events

Date	Item
October 2023	<p>Black History Month 2023</p> <p>Over seven-hundred entries had been received and suggestions for prize allocations were required. A previous competition had set £50 in book vouchers for each winning child per age category and £50 book vouchers for each their school, with an overall prize of £100 in book vouchers to the winning child and the winning school. Cllr Pearce proposed a similar allocation be made for this competition with a prize for the age group and their school (with the overall prize doubled) and to delegate the decision on prize amounts to officers within the agreed budget. Officers would use their discretion on what prize should be provided but would ensure flexibility in where the money could be spent. Cllr Barker seconded the proposal and a vote was held with all in favour.</p> <p>It was suggested for the judging panel to decide on the age category prizes over email and if required to meet in person to agree on the overall winner.</p> <p>Cllr Pitts was thanked for donating the shields prizes as a personal contribution.</p>
28 October 2023	<p>Halloween Market</p> <p>The event was due to take place at the weekend.</p>
11 November 2023	<p>Armistice Day</p> <p>Normal protocol would be followed for Saturday and Sunday. Wreaths would still be laid at other memorials. Roman Hill had requested involvement, and the Communications Officer confirmed all relevant permissions for photographs had been arranged.</p>

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Date	Item
12 November 2023	Remembrance Sunday and Parade
2 December 2023	<p>Christmas Market</p> <p>Once the Halloween Market has finished, the Events and Officer Administrator would contact local stall holders to book in for the Christmas Market. Officers were also in discussions with Lowestoft Vision regarding this market event.</p>
27 January 2024	<p>Holocaust Memorial Day</p> <p>The Railway Station Officer had been emailed but no response had been received concerning availability of the room. A rabbi had been contacted and the schools in the area would also be contacted.</p>
8 March 2024	<p>International Women's Day</p> <p>Announcements for the theme were pending, after which the Sub-Committee would be able to discuss the focus for 2024. It was agreed to have this as a standalone item on the next agenda. It was suggested to have a physical event to mark the day.</p>
6 June 2024	<p>80 D-Day Anniversary</p> <p>The D-Day 80th Anniversary and Armed Forces 2025 Bid were being organised separately until official support has been received, then the task force would be created.</p> <p>Cllr Pearce reported an individual had expressed interest in being involved with the event and would pass their contact details to the office.</p> <p>Officers would extend an invite to the Parr family and General Page.</p>
14-16 June 2024	<p>Climate Event</p> <p>Ideas for the event have been discussed with Cllr Page and a further update would be provided at the next Climate and Ecological Emergency Committee.</p>
22 June 2024	<p>First Light Festival</p> <p>On the topic of damage to the bowling green, officers noted that site visits were conducted before and after the festival with the bowls club, representatives from First Light and the Parks and Community Officer in attendance. This year, aside from remedial works to the brickwork, which First Light had paid for, there had been no further comments received from the bowls club or members of the public reporting damage to the green.</p> <p>Any consideration of policy changes on the allowance of use of specialty sports fields would need to be finalised this year to give applicants an adequate notice period. The Events and Administration Officer would approach First Light to discuss their back up plans.</p> <p>If the applicants could put an indicative budget on the next event, it was requested this be received by end of 2023 or the first two weeks in January 2024 so that the budget could be prepared.</p>
3 August 2024	<p>Lowestoft Pride</p> <p>This was discussed earlier in the meeting.</p>

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Date	Item
August 2024	Rock N Roll Festival Approaches had been made with no responses received to date. It was suggested to consider a different theme for 2024. Cllr Pearce would provide a contact who provides 1960s and 1970s music to the office.
September 2024	Heritage Open Day

71. Events for consideration and timetabling

- a. To agree a location and maximum budget for the memorial to Lowestoft boats and seafarers lost at sea – This item was brought forward and addressed under public forum.
- b. To agree a design for the Amy Denny and Rose Cullender memorial – This item was brought forward and addressed under public forum.
- c. To consider the bid for Armed Forces Day 2025 – Conversations on preparation for the bid were ongoing and official support needed to be confirmed before progressing. This would be discussed further at the next East Suffolk Council Quarterly Liaison meeting.
- d. Fairtrade Event to celebrate 20th anniversary – Councillors would provide ideas at the next meeting, and it was agreed to collaborate with Lowestoft Vision to highlighting shops that support fairtrade. High street traders and their equivalents in Kirkley, such as the Independent Traders Association, could also be approached.

72. Communications

- a. To receive an update on IT provision – A trial was due to take place for asset management apps, which would provide MOT reminders for the van, stock numbers and notify when amenities such as toilet rolls require a re-stock. The Sub-Committee queried whether an app could be set up to allow members of the public to report full bins, graffiti, and other issues. This would take a long time to develop, and such initiatives were usually undertaken by District Councils, however officers would consider this suggestion and its feasibility and report back in summer 2024.

Costs for the website upgrade needed to be factored into the budget document.

73. Date of next meeting

Wednesday 22 November 10:00am

74. Items for the next Agenda and Close.

It was noted that the theme for International Women's Day 2024 was 'Innovation and Technology for Gender Equality'.

75. **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.**

The Chair closed the meeting at 11:52

Signed:

22 November 2023