

**Lowestoft Town Council**  
**Meeting of the Events and Communications Sub-Committee**  
**Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**10.00am on Wednesday 24 April 2024**

**Lowestoft Town Council Events and Communications Sub-Committee**

**MINUTES**

**Present:** Cllrs Sonia Barker, Jen Jones, Andy Pearce, Bernie Rappensberger and Elise Youngman

**In attendance:** Christopher Meek (Events and Administration Officer) and Michael Winter (Communications Officer)

**Public:** None were present.

**124. Welcome**

The fire evacuation and reporting at meetings procedures were read out and the meeting was welcomed.

Cllr Barker gave an announcement to remind everyone that the Annual Assembly would be taking place on Tuesday 30<sup>th</sup> April.

*Cllr Youngman temporarily left the meeting at 10:01*

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

Apologies with reasons were received from Cllrs Brooks and Pitts. Cllr Pearce proposed acceptance of the apologies, seconded by Cllr Jones, all in favour.

**126. Declarations of Interests and Dispensations**

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

Cllr Barker declared that she is a member and volunteer with the Suffolk Wildlife Trust.

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

None were received

**127. To consider the draft minutes of the meeting on 27 March 2024**

Cllr Rappensberger proposed acceptance of the minutes, seconded by Cllr Jones, all in favour.

**128. 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.

No comments had been received and it was noted that there were no members of public present or on the webinar.

**129. Finance**

a. To monitor expenditure by the sub-committee from its delegated budget.  
The budget spreadsheet was displayed and noted.

b. To consider design and budget for Mayoral badges.

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The Events and Administration Officer reported that the current 'Thank You' badge stock was running low and would need replenishing. Cllr Barker suggested that a more child-friendly design for the pin badges would be beneficial.

*Cllr Youngman returned at 10:11*

Cllr Pearce asked how much was ordered in the last restock. The Events and Administration Officer confirmed that 500 badges were ordered at £750. Cllr Pearce proposed for 1000 badges to be ordered with a maximum budget of £1500, seconded by Cllr Barker, four voted in favour with one abstention.

### 130. Events

- a. To consider any applications for events on Town Council owned land.  
None 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
28 April 2024	<b>Suffolk Wildlife Trust Eco Event</b>  The Communications Officer gave an update on what resources had been created for the event, included the purchases of Tote Bags to hand out. A rota for the stall would be circulated to councillors outside of the meeting.
2 May 2024	<b>Excelsior Send Off</b>  The Events and Administration Officer reported that the details for the event were being finalised and that the flag from the Town Council to the Excelsior Trust was being produced by a local supplier. Invitations for the event would be circulated to councillors in the regular councillor update.
12 May 2024	<b>National Fishing Remembrance Day</b>  The Events and Administration Officer reported that they had been talking to the organiser for the event and that ABP had given permission for use of the South Pier for the service with Town Council officers liaising with additional support for the event.
28 May 2024	<b>Belle Vue 150 Year Anniversary</b>  The Communications Officer gave an update on the high number of photos and memories that had been submitted as part of the event.  The Events and Administration Officer confirmed that walking tours with a local historian would also be offered on the day.

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6 June 2024	<p><b>80 D-Day Anniversary</b></p> <p>The Events and Administration Officer confirmed that John Sutherell would be representing the Lord Lieutenant's Office on the day. Local schools had also been contacted to take part in a video compilation using the official poem which would be made available on the Town Council's YouTube channel.</p>
14-16 June 2024	<p><b>Big Green Weekender "Climate Event"</b></p> <p>The Events and Administration Officer gave an update on meetings with East Coast College and members from the Climate Committee.</p> <p>Cllr Pearce reported that he had recently attended an event organised by Use Your Voice which included some music. Cllr Pearce asked if officers could enquire about booking the performers from that event, using Cllr Ray as a contact as necessary.</p>
22 June 2024	<p><b>First Light Festival</b></p> <p>The Events and Administration Officer reported that a site visit of Kensington Gardens with the organisers and the grounds team was being organised for before and after the event.</p>
6 July 2024	<p><b>Lowestoft Fairtrade Event</b></p> <p>The Events and Administration Officer reported that the Fairtrade steering committee had offered their thanks to the Town Council for their support. More information on the events would be shared by the steering committee soon.</p>
3 August 2024	<p><b>Lowestoft Pride</b></p> <p>The Events and Administration Officer reported that officers were meeting with local stakeholders to look at ways to grow the event.</p>
24 August 2024	<p><b>Rock N Roll Festival</b></p> <p>The Events and Administration Officer gave an update that the sound tender for this event would be going out soon following the successful response to the D-Day event sound tender.</p>
26 August 2024	<p><b>Norfolk and Waveney Mind Kindness Festival</b></p> <p>Cllr Pearce asked whether the budget for this event was in place. The Events and Administration Officer reported that the £5000 budget was agreed at the last meeting.</p> <p>Cllr Pearce reported that the Northern Parishes Partnership had been made aware of the event and would be contacting the organisers soon.</p>

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Date	Item
September 2024	<p><b>Heritage Open Days</b></p> <p>Cllr Pearce reported that the HODs steering group would be in contact shortly about a meeting but that they were currently not looking to draw down on an individual grant this year.</p> <p>The Events and Administration Officer reported that discussions had taken place for a heritage skills market on the Triangle.</p>
October 2024	<p><b>BHM 2024</b></p> <p>The Communications Officer reported that communications had gone out and that further communications were planned with schools up until the event.</p>
10 November 2024	<p><b>Remembrance Service and Parade</b></p> <p>It was confirmed that preparations for this event were in-hand.</p>
11 November 2024	<p><b>Armistice Day</b></p> <p>It was confirmed that preparations for this event were in-hand.</p>
27 January 2025	<p><b>Holocaust Memorial Day 2025 to include Stockholm Convention and Auschwitz Anniversary</b></p> <p>Cllr Pearce gave some background information on this event having a poignant anniversary with the 80<sup>th</sup> Anniversary of Auschwitz and 20<sup>th</sup> Anniversary of Stockholm Convention.</p>
6 February 2025	<p><b>Boston Pionair Loss</b></p> <p>Cllr Pearce gave some background information on the Boston Pionair which was a local fishing boat which was lost at sea. This boat is still actively remembered by the local community.</p> <p>The Events and Administration Officer reported that permissions were being sought from ABP for the plaque and event.</p> <p>Cllr Pearce proposed for a working budget of £1000 for the plaque and event from the 2024/25 Event budget, as long as permission is granted. This was seconded by Cllr Barker, all in favour.</p>
8 March 2025	<p><b>International Women's Day</b></p> <p>Cllr Pearce reported that last year's physical event was very well received and should be repeated. Cllr Barker reported that there was a real community effort to make the event successful.</p>

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8 May 2025	<b>Victory in Europe 2025</b>  Cllr Pearce reported that the national event for the 75 <sup>th</sup> Anniversary in 2020 was cancelled due to COVID and that an event to mark the 80 <sup>th</sup> anniversary in 2025 would be good to have.
15 August 2025	<b>Victory in Japan 2025</b>

Cllr Barker proposed that she would like to see the Town Hall opening become a civic event for 2026 and be in the calendar, seconded by Cllr Pearce, all in favour.

Cllr Pearce raised a query about the Christmas Market as he had been approached by a local group who were looking to create a "Light Up The High Street" event and wondered how the Town Council could support and work with this.

### 131. Communications

a. To receive an update on IT provision.

The Communications Officer reported that everything was currently running smoothly and for any issues to be reported into the office.

### 132. Date of next meeting – To be confirmed.

Due to the AGM taking place ahead of when the next meeting would normally take place, there was currently no meeting planned in May. Cllr Pearce asked whether the May meeting of the Assets, Inclusion and Development Committee could ensure that this sub-committee could meet ahead of the AGM or call an extraordinary meeting.

### 133. Items for the next Agenda and Close.

A few items had already been mentioned for the next meeting which would be included.

The Events and Administration Officer asked if a budget could be set for the Belle Vue Anniversary event as there was currently no budget, especially considering that there may not be another meeting ahead of the event. Cllr Pearce proposed a maximum budget of £1000 for the event, seconded by Cllr Youngman, all in favour.

### 134. 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.

There were no items needing to be discussed confidentially and the meeting was closed.

Meeting closed at 10:57.

Signed.....

15<sup>th</sup> May 2024