

Lowestoft Town Council

Appointments to Outside Bodies

The Council has appointed the following Councillors to these Bodies:

Outside Body	Councillor Appointed	Agreed Substitute – please see note below	Minute Reference and Meeting Appointed	Nature and Demand of Representation
Board of Trustees of Lowestoft Charity Board Charities	Peter Knight and Elise Youngman		12/FC/220517	Trustee position. Meets bi-monthly at 09:00 for approximately two hours. Appointment is a four year term. Little work involved outside of the meetings. Cllr Patience would like to see this position become gender balanced.
CEFAS and Promoting Pakefield Group	John Pitts	Bob Breakspear	12/FC/220517	The Group has been set up to celebrate Pakefield's history and a project is ongoing to commemorate the former Grand Hotel.
Cultural Leadership Group	Wendy Brooks	Sonia Barker	12/FC/220517	Infrequent meetings. The aim of the Board appears to be to produce a cultural policy. Appears to have an ESC dominated agenda

				to focus on their funding opportunities
Cultural Quarter Working Group	Wendy Brooks and the Clerk	Paul Page and the Deputy Clerk	12/FC/220517	
East Suffolk Community Partnership	Peter Lang	Andy Pearce	12/FC/220517	Discusses matters relating to community safety and security. Partners include the fire service, Police, crimestoppers, SCC, ESC, Flagship and DV Forum
East Suffolk Lines Community Rail Partnership (Line Group North)	Graham Parker	Colin Butler	12/FC/220517	
Environment and Waste Working Group	Wendy Brooks, Christian Newsome, Paul Page and Graham Parker		12/FC/220517	
First Light Festival Environmental Task Force				Recently established to drive new FLF CIC action plan as part of the Arts Council Funding.
First Light Festival Steering Group	Sonia Barker and Elise Youngman		12/FC/220517	Meets when required, usually every two months, then more frequently as the festival approaches. The representative will be expected to attend meetings and participate with the festival. The 2020 festival

				has been cancelled but it is anticipated that it will return in 2021, so the Council may still wish to appoint representatives in preparation
Friends of Fen Park	Christian Newsome	Peter Lang	12/FC/220517	Meets sporadically. Representatives have previously been involved with other activities, such as litter picks, etc, and are informed of any incidents in the park.
Gull Wing Stakeholders' Group	Sonia Barker	Graham Parker	12/FC/220517	Usually meets every 2 – 3 months at Riverside, and usually at 10:00 on a Friday morning
Heritage Action Zone Steering Group and Heritage Champions, High Street HAZ and Seafront Masterplan and London Road Lowestoft High Street HAZ	Keith Patience and Alice Taylor	Nasima Begum	12/FC/220517	Meets monthly. No other particular demand attached to the role
Jack Rose Old Lowestoft Society	Andy Pearce	Peter Lang	12/FC/220517	Meets monthly. Projects which the Society are involved with, such as the joint heritage plaques project with LTC, can lead to a significant amount of extra work attached to this role, but

				generally project work is ad-hoc and variable
Joint Coastal Projects Board	Colin Butler	Wendy Brooks	34.1/FC/220524	
Kindertransport Statue Working Group	Robert Breakspear, Wendy Brooks, Graham Parker, Keith Patience, Andy Pearce and Elise Youngman		65.5/FC/220726	Working with other bodies to progress designs for a kindertransport commemorative statue on land not owned by the Town Council, and submit recommendations on the design to the relevant Committees and Council.
Kirkley People's Forum	Christian Newsome Alan Green		12/FC/220517 34.1/FC/220524	Meets monthly. Also weekly drop-in sessions currently on Thursdays at 13:00 for members of the public to speak with Councillors. Councillors can only be appointed as non-voting members and can attend meetings to observe and advise only
Kirkley Pocket Park Group	Christian Newsome	Andy Pearce/Graham Parker	81.2/FC/220823	
Lowestoft and District Allotment Association	Elise Youngman	Wendy Brooks	12/FC/220517	
Lowestoft and Northern Parishes Community Partnership	Andy Pearce Peter Lang		12/FC/220517 65.3/FC/220726	

Lowestoft and Plaisir Twinning Association	Peter Lang	Wendy Brooks	12/FC/220517	Meets monthly. Assistance is sometimes required when the annual visits are taking place, and representatives are invited to participate in the visit to France
Lowestoft Flood Risk Management Project's Strategic Steering Group	Keith Patience	Peter Lang	12/FC/220517	Cllr Patience has not yet been invited to a meeting, but would still like the Council to consider appointing a representative
Lowestoft Food Network	Nasima Begum	Andy Pearce	12/FC/220517	
Lowestoft in Bloom	Bob Breakspear	Wendy Brooks	12/FC/220517	Meetings are held monthly. Main purpose of the role is to feed back on the activities of Lowestoft in Bloom and any requests for support they would like from the Council.
Lowestoft Kittiwake Management Partnership	Andy Pearce	Wendy Brooks	12/FC/220517	
Lowestoft Museum	Peter Lang (Trustee)	John Pitts	12/FC/220517	Trustee position. Meets bi-annually, unless an urgent meeting is called in the interim. There is no other particular demand attached to the role

Lowestoft Place Board	Colin Butler	Janet Craig	12/FC/220517	Meetings are held quarterly. Main role is to report back to the Council on matters affecting the town.
Lowestoft Sea Festival and Smack Race Steering Group	Sonia Barker	Amanda Frost and Colin Butler (second substitute)	12/FC/220517	Only one meeting held so far. Scheduling of the meetings and arrangements for the festival itself will depend on COVID-19 restrictions
Lowestoft South Pier Ltd's Management Committee	Andy Pearce	Alan Green	12/FC/220517	
Lowestoft Vision Board	Wendy Brooks	Peter Knight	12/FC/220517	Meetings are held quarterly and are to discuss matters affecting the town. Purpose of the role is to report back to the Council and ensuring the Council is aware of any items requiring its consideration.
Lowestoft Youth Strategy Working Group	Sonia Barker, Nasima Begum, Jen Jones, Andy Pearce and John Pitts		12/FC/220517	
Marina Theatre Quarterly Management meetings	Sonia Barker, Wendy Brooks, Andy Pearce, the Clerk	Another officer to substitute for the Clerk if she is unavailable	50.3/FC/220628	
Marina Theatre Towns Fund Working Group	Sonia Barker, Wendy Brooks, Alan Green and Andy Pearce		12/FC/220517	
Pakefield Coast Protection Steering	John Pitts	Alan Green	12/FC/220517	Meets monthly.

Group				Community Group working collaboratively with ESC and SCC to address erosion and public safety issues South of Arber Lane.
ParksEast	Elise Youngman		12/FC/220517	A forum for parks managers across Town and District Councils in the East of England, offering an opportunity to discuss ideas and issues.
Shaping Places for Healthier Lives	Peter Lang	Paul Page	12/FC/220517	Looking at where improvements can be made, particularly in the Harbour and Normanston and Kirkley wards to provide more opportunities for physical activity.
Town Hall Project Board	Mayor, Deputy Mayor, Chairs of AID, Finance and Governance, Events and Communications, HAZ representatives and Place Board representatives		12/FC/220517	
Waveney Disability Forum	Andy Pearce	Alan Green	12/FC/220517	Meets quarterly. Little demand outside of meetings
Wherry Lines Community Rail Partnership Steering Group	Graham Parker	Colin Butler	12/FC/220517	

PLEASE NOTE:

It is the responsibility of the primary representative to manage the Town Council's representation on the above bodies, which includes:

- To keep substitutes briefed on developments
- To promptly and routinely copy to substitutes agendas, minutes and papers (including confidential papers which should be clearly marked as such, with limited exclusions for matters where no substitution might arise e.g. membership of an interview panel for a job vacancy)
- When a primary representative is unable to attend, to make arrangements with substitutes to attend in their place and to communicate the arrangements to the relevant administrator of the meeting.
- All substitutes attending meetings should also ensure that they perform the same activities, as relevant, above.