

**Lowestoft Town Council**  
**Extraordinary Meeting of the Events and Communications Sub-Committee**

**Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**10.00am on Wednesday 15 May 2024**

**MINUTES**

**Present:** Cllrs Sonia Barker, Wendy Brooks, Jen Jones, Andy Pearce and Elise Youngman

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

**Public:** None were present.

**135. Welcome**

The meeting was welcomed with the fire evacuation and reporting at meetings procedures were explained.

Cllr Barker thanked all the councillors who attended the recent Eco-event, and the successful Annual Assembly, Excelsior send-off and Fishing Memorial Day event. Cllr Barker also thanked all the staff for their work to help organise these events.

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

Apologies with reasons were provided by Cllrs Rappensberger and Pitts. Cllr Pearce proposed acceptance of the apologies, seconded by Cllr Youngman, all in favour.

**137. Declarations of Interests and Dispensations**

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

Cllr Brooks declared she is a member of Suffolk Wildlife Trust. Cllr Barker declared she is a member and volunteer for Suffolk Wildlife Trust.

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

None had been requested.

**138. To consider the draft minutes of the meeting on 24 April 2024**

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

**139. 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.

There were no comments in advance and no members of public were present.

**140. Finance**

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

The budget spreadsheet was displayed. It was noted that the budget being carried forward was £28,363 with £20,000 of that being used to offset the 2024/25 budget. Cllr Pearce commented that the rest of the underspend could be used to support the Festival of Kindness event rather than finding the funds from other budgets.

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Cllr Brooks asked about the budget that has been proposed for the Heritage Open Days. Cllr Pearce reported that the steering group would be drawing down on some of that funding but probably not all of it so, once this is confirmed, a decision could be made to reallocate the funds elsewhere. The Communications Officer commented that it is worth noting that the Town Council was planning its own Heritage Open Days event so that funding could also be used to support that.

Cllr Pearce proposed to accept the budget as a full and accurate record, providing that there were no outstanding bills to be paid, seconded by Cllr Barker, all in favour.

Cllr Brooks thanked the officers for their control of the budget and their value for money. Cllr Barker also thanked the officers for their support throughout the year as the Mayor.

- b. To consider a maximum budget for the Freedom of the Town ceremony.

Cllr Brooks declared that she donates to the RNLI.

The Events and Administration Officer commented that a maximum budget of £750 to cover costs for the event, including hospitality, would be appropriate. Cllr Pearce proposed for a maximum budget of £750, seconded by Cllr Brooks, all in favour.

### 141. Events

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

The Events and Administration Officer reported that there was one application to be considered. This was an event for Sparrows Nest to display films alongside the Town Council's planned Pride event.

Cllr Pearce proposed for this application to be handled by the existing staff delegation, seconded by Cllr Barker, all in favour.

- b. To receive a report of permissions granted for events on Town Council owned land. It was reported that one event had been given permission which was for a 24hr Bowls event in Kensington Gardens on 22<sup>nd</sup>-23<sup>rd</sup> June.

- c. To consider official opening event of Triangle Market.

Cllr Brooks commented that there should be an event for when the new stalls are ready to be used. The Events and Administration Officer reported that preparations were going well with a planned completion for mid-June.

Cllr Brooks asked when the toilet block would be open. The Events and Administration Officer reported that the building control had been successfully received earlier in the week and that Officers were now liaising with the contractors for when the works could be completed.

- d. To note civic event in 2026

Cllr Barker suggested that this item would be a place holder for when the opening date for the Town Hall was known, with the view of that becoming an annual civic event.

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e. To review and consider the following timetable of events:

*Table 1 - Schedule of events*

Date	Item
2 May 2024	<p><b>Excelsior Send Off</b></p> <p>Cllr Barker commented that this event, and the National Fishing Remembrance Day event, was very successful</p>
12 May 2024	<p><b>National Fishing Remembrance Day</b></p>
28 May 2024	<p><b>Belle Vue 150 Year Anniversary</b></p> <p>The Communications Officer gave an update on plans for the event, including the photo trail, craft activities, walking tours and a stall run by the Commonwealth War Graves Commission. An online photo collection was also be created for people to enjoy. It was also reported that, due to delays in the manufacturing process, the new information panel would not be completed in time for the event however, a future event to unveil to panel could be organised as part of the anniversary year.</p>
6 June 2024	<p><b>80 D-Day Anniversary</b></p> <p>The Events and Administration Officer gave an update on plans for the event.</p> <p>Cllr Pearce commented that he received correspondence from a museum volunteer who was asking about bunting decorations. The Events and Administration Officer commented that bunting was being supplied for the stage with stallholders being encouraged to provide their own decoration but that they would liaise with the museum.</p> <p>Cllr Pearce also raised that a suggestion had come in about having an events board in Sparrows Nest Gardens and asked if an agenda item could be added to the relevant committee</p>

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14-16 June 2024	<p><b>Big Green Weekender “Climate Event”</b></p> <p>The Events and Administration Officer reported that there had been limited uptake for the school day so far but Officers had asked East Point Academy how the Town Council could help. It was also reported that the deadline for the sound tender for the PA system was closing shortly and that lots of stakeholders would be having a presence alongside a variety of vegan and plant-based food.</p> <p>Cllr Brooks asked if the Pakefield Coastal Erosion group could be invited to attend with Cllr Pitts being a good contact for this group.</p> <p>The Events and Administration Officer also reported that an amplification licence for the Sunday event in Kensington Gardens had been applied for.</p>
22 June 2024	<p><b>First Light Festival</b></p> <p>Cllr Barker declared that she as a representative on the Steering Group and is also a volunteer for the event.</p> <p>The Events and Administration Officer reported that there had been no further correspondence from the event organisers.</p> <p>Cllr Brooks commented that it had been mentioned about the Town Council having a presence at the event. The Events and Administration Officer commented that staff availability might be an issue with other events taking place in the weeks prior. Cllr Pearce commented that he was not sure if it was too late to be involved this year but that it could be looked at at an earlier time for next year.</p>
6 July 2024	<p><b>Lowestoft Fairtrade Event</b></p> <p>The Events and Administration Officer reported that thanks had been received from the organisers of the event for the Town Council’s kind support.</p> <p>Cllr Pearce asked whether the open day for the new market stalls could be used to highlight fairtrade. The Events and Administration Officer commented that one of the new stalls as a fairtrade stall.</p>
3 August 2024	<p><b>Lowestoft Pride</b></p> <p>The Event and Administration Officer reported that there had recently been a spike in interest for stallholders and performers but that the organisation for the event was in-hand.</p>

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24 August 2024	<p><b>Rock N Roll Festival</b></p> <p>It was reported that the sound tender for the event would be going out soon now that all the performer requirements had been received.</p>
26 August 2024	<p><b>Norfolk and Waveney Mind Kindness Festival</b></p> <p>The Events and Administration Officer reported that they had passed on the contacts for local organisations but had not had any further correspondence from the event organisers.</p>
September 2024	<p><b>Heritage Open Days</b></p> <p>It was reported that there had been no contact from the steering group.</p> <p>The Events and Administration Officer reported that a heritage skills market was being organised at the Triangle Market with six stalls currently committed. It was also reported that a road closure was being looked at for the event.</p> <p><i>Cllr Jones temporarily left the meeting at 10:59.</i></p>
October 2024	<p><b>BHM 2024</b></p> <p>The Communications Officer reported that communications had been going out to the school with more direct contacts being made with schools who are getting involved with the D-Day events.</p> <p>Cllr Brooks commented that it might be an idea to defer the opening up of the competition to adults to another year. Cllr Pearce commented that that decision could be left to officers. The Communication Officer reported that the plan was to follow the model from last year where the Town Council promoted the event in the summer holidays.</p> <p><i>Cllr Jones returned to the meeting at 11:03</i></p>
10 November 2024	<p><b>Remembrance Service and Parade</b></p> <p>It was reported that this event and the Armistice Day event was in-hand.</p>
11 November 2024	<p><b>Armistice Day</b></p>

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27 January 2025	<p><b>Holocaust Memorial Day 2025 to include Stockholm Convention and Auschwitz Anniversary</b></p> <p>The Events and Administration Officer reported that they had had a call with the national organisers who said that a national press release for the 2025 event was coming out soon. It was also commented that the national organisers were impressed with what Lowestoft does to mark Holocaust Memorial Day and expressed their thanks.</p> <p>Cllr Pearce commented that it would be good to restart conversations around the Kindertransport Memorial in the future.</p>
6 February 2025	<p><b>Boston Pionair Loss</b></p> <p>Cllr Pearce commented that permissions from ABP for use of the South Pier would be needed before planning on the memorial could start.</p>
8 March 2025	<p><b>International Women’s Day</b></p> <p>Cllr Brooks commented that it would be good to build on this year’s event. The Events and Administration Officer reported that conversations for next year’s event had not started yet for next year’s event but that commented would be taken onboard.</p>
8 May 2025	<p><b>VE 2025</b></p> <p>The Events and Administration Officer reported that no national guidance had yet been received for VE or VJ Day.</p>
15 August 2025	<p><b>VJ 2025</b></p> <p>Cllr Brooks commented that she would like to see the Hiroshima anniversary receive national recognition as it is a poignant event. Cllr Barker commented that this could be linked to the Nagasaki anniversary which is often forgotten. It was noted that there could be some sensitivity to these events due to their emotion.</p>

**142. Communications**

- a. To receive an update on IT provision

The Communications Officer reported that, if any councillors have any issues with their IT they should get in contact with the office. The Communications Officer reported that they had had a meeting with the IT provider who had mentioned about new updates and features that are coming soon.

**143. Date of next meeting – Wednesday 12 June 10am (to be confirmed by parent committee).**

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

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Cllr Pearce commented that Benjamin Britten’s birthday could be looked at for an event. The Events and Administration Officer confirmed that the date for this would be 22<sup>nd</sup> November.

- 145. 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 meeting was closed at 11:19

Signed.....

12 June 2024