

Lowestoft Town Council Events and Communications Sub-Committee

For the attention of all Sub-Committee Members

You are summoned to attend an extraordinary meeting of Events and Communications Sub-Committee Meeting of Lowestoft Town Council at 10.00am on Wednesday 12 June 2024, 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/85777645473> .

The meeting can also be observed via YouTube on the following link:

<https://youtube.com/live/z8g17Ochkw> .

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. Foote

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Acting Town Clerk
12 June 2024

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 12 June 2024

AGENDA

146. **To appoint the Chair of the Events and Communications Sub- Committee**
147. **Welcome**
To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public of the right to report.
148. **To consider Sub-Committee arrangements:**
a. To appoint the Deputy Chair of the Events and Communications Sub- Committee.
b. To consider meeting schedule.
c. To review and adopt the terms of reference.
d. To note the delegated budget.
149. **To receive and consider acceptance of apologies absence.**
150. **Declarations of Interests and Dispensations**
150.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda.
150.2. To consider written requests for dispensations for interests and note dispensations granted.
151. **To consider the draft minutes of the meeting on 14 May 2024**
152. **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.
153. **Finance**
a. To monitor expenditure by the sub-committee from its delegated budget.
154. **Events**
a. To consider 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 consider an event for the celebration of Benjamin Britten.
d. To review and consider the following timetable of events:

Table 1 - Schedule of events

Date	Item
28 May 2024	Belle Vue 150 Year Anniversary
6 June 2024	80 D-Day Anniversary
15-16 June 2024	Big Green Weekender "Climate Event"
22 June 2024	First Light Festival

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Date	Item
6 July 2024	Lowestoft Fairtrade Event
3 August 2024	Lowestoft Pride
24 August 2024	Rock N Roll Festival
26 August 2024	Norfolk and Waveney Mind Kindness Festival
September 2024	Heritage Open Days
October 2024	BHM 2024
10 November 2024	Remembrance Service and Parade
11 November 2024	Armistice Day
27 January 2025	Holocaust Memorial Day 2025 to include Stockholm Convention and Auschwitz Anniversary
6 February 2025	Boston Pionair Loss
8 March 2025	International Women's Day
8 May 2025	VE 2025
15 August 2025	VJ 2025
2026	Civic Event

155. Communications

- a. To receive an update on IT provision.
- b. To consider purchasing portable amplification equipment.

156. Date of next meeting – To be confirmed.

157. Items for the next Agenda and Close.

158. 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.