

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 28 August 2024

MINUTES

Present: Cllrs Sonia Barker, Wendy Brooks and Andy Pearce

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

Public: No members of the public were present.

13 Welcome

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

Cllr Barker thanked everyone for their work over the past few weeks for the events. It was noted that the response back from the public has been positive and they were appreciative of these events.

14 To receive and consider acceptance of apologies absence.

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

15 Declarations of Interests and Dispensations

15.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda.
None were given.

15.2 To consider written requests for dispensations for interests and note dispensations granted.
None were received in advance.

16 To consider the draft minutes of the meeting on 24 July 2024

Cllr Pearce proposed acceptance of the minutes, seconded by Cllr Barker. Two voted in favour with one abstention.

17 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 specific comments were received in advance although some general comments on events had been given. These would be brought up at the appropriate event.

18 Finance

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

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Cllr Brooks asked why the spreadsheet showed a £5000 spend for Heritage Open Days. Cllr Pearce commented that the spreadsheet showed that that budget had been reallocated elsewhere, alongside the Scores Race budget, as per a Full Council resolution. Cllr Pearce asked if the Finance and Information Officer could ensure that this money has been reallocated.

Cllr Brooks asked if there was a way for this to be clearer in the spreadsheet document. Cllr Pearce suggested that Column "N" in the document could be re-labelled as "Spend/Committed".

The Events and Administration Officer commented that no invoice had been received so far for the plane tickets for the Mayoral trip with the Lowestoft and Plaisir Twinning Association. Cllr Pearce commented that, when the invoice comes in, that should be assigned to the general Events budget.

The Events and Administration Officer also commented that there were still a few invoices to come in for various events in order to create final expenditure figures.

19 Events

19.1 To consider any applications for events on Town Council owned land.
No applications needed consideration.

19.2 To receive a report of permissions granted for events on Town Council owned land. The Events and Administration Officer reported that two events had been granted permission. One was in Belle Vue Park for Film Suffolk, the other was for a Charity Pilates Event in Kensington Gardens.

19.3 To confirm an event date for the celebration of Benjamin Britten and any budget allocation.

Cllr Pearce commented that Benjamin Britten's birthday was 22nd November and that an annual event could be looked at to coincide with this occasion.

Cllr Brooks commented that an "International Music Day" using Benjamin Britten as a source for inspiration could be good in the future with a longer lead-in time. This event would give the opportunity to celebrate music from the different communities in the town. Cllr Brooks suggested that for the event in 2024, the Waveney Sinfonietta could be approached to perform at Sparrows Nest Gardens with the view of expanding this event in the coming years.

Cllr Pearce proposed a working budget of £1000 to book acts for 2024, seconded by Cllr Barker, all in favour.

It was noted that this event would be added to the annual events list.

Cllr Brooks asked whether the newly appointed Sports Development Officer's events should be overseen by this sub-committee. Cllr Pearce suggested that those events should be allowed to develop first before any suggestion of oversight is discussed. The Events and Administration Officer commented that, if the sports events were overseen by this sub-committee, they would also need to look at other events such as those related to the Town Hall Project.

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19.4 To review and consider the following timetable of events:

Table 1 - Schedule of events

| Date | Item |
|----------------|--|
| 3 August 2024 | <p>Lowestoft Pride</p> <p>Cllr Barker commented that this event was well organised and was a good follow up to the previous year's event.</p> <p>The Events and Administration Officer reported that thousands of people were in attendance with the Town Hall Project team recording their highest level of engagement from any of the events they had attended.</p> <p>Cllr Brooks asked what could be done to build on the event in future years.</p> <p>The Events and Administration Officer reported that conversations for the future were ongoing with approaches already made to Suffolk Police regarding the logistics for a parade or march next year. It was noted that the move to having one main stage was good however there could be scope for more fringe-style events in the build up to the main event. This would require conversations with relevant stakeholders on what could be delivered.</p> <p>Cllr Pearce proposed for a recommendation to AID and Full Council to be made to make Lowestoft Pride a recurring annual major event, seconded by Cllr Barker, all in favour.</p> <p>Cllr Brooks commented that she did not think that the Town Council should be directly organising a protest march but that, if other local organisations wanted to organise a parade, the Town Council could offer support.</p> |
| 24 August 2024 | <p>Rock N Roll Festival</p> <p>Cllr Brooks commented that she had reservations around the Town Council organising this sort of event as it had no national or local importance. Cllr Pearce commented that these types of events are about providing the opportunity for local people to attend cultural events. Cllr Pearce also commented that, despite the poor weather, there was a respectable attendance.</p> |

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| 26 August 2024 | <p>Norfolk and Waveney Mind Kindness Festival</p> <p>Cllr Brooks commented that this event had a good atmosphere although she preferred the music at last year's event and would have liked more food vendors.</p> <p>Cllr Pearce asked if the comments on the event could be passed onto the organisers alongside asking whether they would be wishing to hold the event again in 2025 so that this could be accounted for in the upcoming budget round.</p> |
| September 2024 | <p>Tour of Britain</p> <p>The Events and Administration Officer reported that the Town Council had been given the opportunity to apply for a grant of up to £2000 from East Suffolk Council and the East Suffolk Communities Team for events linked to the Tour of Britain. It was reported that this funding was being used to support the Best-Dressed Window Competition for the Tour, alongside two events – an MOT service event at Dunx Cycles taking place on Wednesday 28th August and a 60-Second Cycle Challenge at Hughes Electricals with NR Fitness on Tuesday 3rd September. The grant funding was also used to purchase two bike racks for Denes Oval.</p> <p>Cllr Pearce declared that he was a representative on the Community Partnership but was not involved in the awarding of grants for this event.</p> <p>Cllr Brooks commented that the Tour of Britain route map was not very clear and wondered if the Town Council could publish a more accurate map of the route.</p> <p>The Communications Officer commented that the Tour of Britain had a plan A and B route but that road closure signs were already being placed along the routes. The Communications Officer also commented that any publishing of the detailed map would need to come for the Tour of Britain and East Suffolk Council as the Town Council did not possess the finalised route map.</p> |

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| September 2024 | <p>Heritage Open Days</p> <p>The Events and Administration Officer reported that the events had been published on the HODs website. A road closure for the Triangle Market area had been agreed to allow for more market stalls as part of the Heritage Skills Market.</p> <p>Cllr Brooks asked whether seating would be provided. The Events and Administration Officer commented that seating would be provided where safe to do so.</p> |
| October 2024 | <p>Black History Month 2024</p> <p>The Events and Administration Officer reported that he was waiting for a quote from a potential venue for the awards ceremony.</p> <p>Cllr Brooks commented that it would be good to book a good MC for the event. The Events and Administration Officer reported that he had spoken to the Windrush Community who have been positive about the event and might be able to facilitate sessions in local schools.</p> <p>Cllr Brooks commented that the scoring for this year needed to be looked at so that Councillors only needed to score a small selection of submissions each.</p> <p>Cllr Pearce asked whether the Windrush Community had indication a budget for their sessions. The Events and Administration Officer confirmed that nothing had been received at present. Cllr Pearce proposed a maximum working budget of £3000 out of the main events budget for the outreach events with the Windrush Community and to book a suitable venue, with a delegation to Staff to proceed, seconded by Cllr Brooks, all in favour.</p> <p>Cllr Barker asked whether the event could be videoed, bearing in mind the permissions needed. The Communications Officer commented that permissions for photos were already requested so this could be extended for video.</p> |
| 10 November 2024 | <p>Remembrance Service and Parade</p> <p>It was reported that the organisation for this event, and Armistice Day was in hand</p> |
| 11 November 2024 | <p>Armistice Day</p> |

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| Date | Item |
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| 27 January 2025 | <p data-bbox="619 383 1406 450">Holocaust Memorial Day 2025 to include Stockholm Convention and Auschwitz Anniversary</p> <p data-bbox="619 488 1442 663">The Events and Administration Officer reported that the theme for 2025 was “A Better Future”. The Holocaust Memorial Day Trust had confirmed that they would be releasing resources later in the year. It was commented that a bigger venue should be sought for 2025, especially with the major milestones being marked.</p> <p data-bbox="619 701 1430 804">Cllr Pearce commented that he like the idea of having an event at the Railway Station due to its connections with the Kindertransport however he thought there was scope for more events.</p> <p data-bbox="619 842 1369 909">Cllr Brooks asked whether a film screening could be one of the events in the build up to the commemoration.</p> |
| 6 February 2025 | <p data-bbox="619 920 858 947">Boston Pionair Loss</p> <p data-bbox="619 987 1442 1162">Cllr Pearce asked whether officers could follow up with ABP (the landowners for the South Pier) for permission to place a plaque on the South Pier. The Events and Administration Officer reported that ABP were supportive in principle as long as the plaque was in the same style as the existing plaque.</p> <p data-bbox="619 1200 1406 1267">Cllr Pearce asked if ABP could be assured of these conditions with officers looking to commission a plaque.</p> |
| 8 March 2025 | <p data-bbox="619 1279 959 1305">International Women’s Day</p> <p data-bbox="619 1346 1442 1449">Cllr Brooks commented that this event could link more with organisations who promote the ethos of International Women’s Day rather than the Town Council organising its own.</p> <p data-bbox="619 1487 1430 1635">Cllr Pearce commented that he would like to see an event similar to last years take place with another event taking place in south Lowestoft. Cllr Pearce also commented that a new film could be commissioned in a few years’ time.</p> <p data-bbox="619 1673 1406 1776">The Events and Administration Officer commented that the Town Hall project now has a freelance film producer who could be help with any future film project.</p> |

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| 8 May 2025 | VE 2025 The Events and Administration Officer reported that guidance had been sent through by the national organisers. This was in a similar vein to guidance published for the D-Day anniversary. The Events and Administration Officer commented that he had heard that the RBL would be making VJ Day their main event in 2025 with guidance currently being put together. It was agreed to wait for the VJ Day guidance to be published. |
| 15 August 2025 | VJ 2025 This was discussed with the VE 2025 event. |
| 2026 | Civic Event It was noted that this was a rolling event for the future. |

20 Communications

- 20.1 To consider purchasing portable amplification equipment.
The Communications Officer had prepared a paper describing three different options for amplification equipment and their pros and cons.

CLlr Brooks commented that she was not convinced that a sound system would have much use at events.

CLlr Pearce proposed a delegation to staff of a maximum budget of £1000 to agree on a system, seconded by CLlr Barker, two votes in favour, one against.

- 20.2 To consider Lowestoft Town Council advertising for future events.
The Communications Officer commented that there were lots to think about regarding this, including the Town Council's climate declaration, how people now view advertising and advertising consent for larger publicity. The Communications Officer also raised that an additional budget might be needed to help with advertising events with thought given to how each event is advertised on an individual basis.

CLlr Pearce asked if the Communications Officer could put together a working budget for advertising before the end of the calendar year. The Communications Officer suggested that this could go further and be used for a wider variety of reasons. CLlr Pearce asked if this could be included with it having a delegation.

CLlr Pearce proposed suspending standing orders 2Y by 10 minutes, seconded by CLlr Barker, all in favour.

CLlr Barker commented that she shared any events with her local community groups for publishing. She also commented that it would be good for more councillors to be aware and to attend Town Council events.

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CLr Pearce commented that community engagement required the Town Council to go and meet people where they are.

- 21 Date of next meeting – Wednesday 25 September 2024 10:00am**
- 22 Items for the next Agenda and Close.**
- 23 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 12:11