

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 23 October 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/81431692534> . The meeting can also be observed via YouTube on the following link: <https://youtube.com/live/YYl0rGD9a4Y>

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 could 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.

Regards,

S. Foote

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Acting Town Clerk
16 October 2024

Lowestoft Town Council
Meeting of the Events and Communications Sub-Committee
Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10.00am on Wednesday 23 October 2024

AGENDA

35. Welcome

To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public of the right to report.

36. To receive and consider acceptance of apologies absence

37. Declarations of Interests and Dispensations

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

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

38. To consider the draft minutes of the meeting on 25 September 2024

39. Public Forum

39.1. An opportunity for the public to make comments on any matters on this agenda and to consider any advance comments from the public.

40. Finance

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

41. Events

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

41.2. To receive a report of permissions granted for events on Town Council owned land.

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

Table 1 - Schedule of events

Date	Item
October 2024	Black History Month 2024
10 November 2024	Remembrance Service and Parade
11 November 2024	Armistice Day
22 November 2024	Benjamin Britten Day
27 January 2025	Holocaust Memorial Day 2025 to include Stockholm Convention and Auschwitz Anniversary
2025	Climate Event
6 February 2025	Boston Pionair Loss
8 March 2025	International Women's Day
8 May 2025	VE 2025
August 2025	Lowestoft Pride
15 August 2025	VJ 2025
August 2025	Norfolk and Waveney Mind Wellness Festival
September 2025	Heritage Open Days
2026	Civic Event

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42. Communications

- 42.1. To receive any correspondence regarding Lowestoft Carnival 2025
- 42.2. To receive an update from the Communications Officer regarding advertising and communication strategy.

43. Date of next meeting – Wednesday 27 November 2024 10:00am

44. Items for the next Agenda and Close.

45. 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.