

**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**

**MINUTES**

**Present:** Cllrs Sonia Barker, Wendy Brooks and John Pitts

**In attendance:** Christopher Meek (Events and Office Manager) and Michael Winter (Communications and IT Officer).

**Public:** No members of the public were present.

**35. Welcome**

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

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

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

**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.

Cllr Barker declared that she is a member of Suffolk Wildlife Trust and Greenpeace.

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

None received.

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

Cllr Barker proposed acceptance of the draft minutes, seconded by Cllr Pitts. There were two votes in favour and one abstention.

**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.

The Events and Office Manager reported that one comment had been received regarding Item

42.1. It was agreed that this would be covered when that agenda item was discussed.

**40. Finance**

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

Cllr Barker asked if all the Pride invoices had been paid. The Events and Office Manager confirmed that this had taken place. Cllr Barker congratulated everyone for keeping the Pride event within budget.

Cllr Brooks commented that this sub-committee should think about events it wanted to make sure are in 2025/26 budget and make a recommendation as the Budget and Loan Working Group were currently considering budgeting requests. Cllr Barker commented that these events had all engaged with a wider range of people so it was important to maintain these were possible.

Cllr Brooks suggested that the First Light Festival funding currently under the Events budget could be considered as a low priority as this event is not organised by the Town Council and has other funding streams. Cllr Barker confirmed that two councillors, including herself, are part of the steering group for First Light to help with the

**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**

organising of the event and that it could be argued that other events which are supported by the Events budget are also not Town Council-run events, such as the Vessels Festival and HODs. Cllr Barker commented that the decision on what events should be maintained in the 2025/26 budget should be taken by all of the sub-committee members at the next meeting.

The Events and Office Manager reported that he will have more information with further details of what has been discussed at the next meeting. Cllr Barker asked if there could be a separate agenda item on the next meeting to discuss making a recommendation on future events for budget setting.

The Events and Office Manager reported that in 2024 no funding had been given to HODS or the Scores Race this year and that requests for information for any plans to access funding in 2025 had not received any response. The Events and Office Manager also reported that the new legislation “Martyn’s Law” will have an effect on events as there will be additional costs involved for increased security and First Aid.

Cllr Brooks proposed for the Events and Office Manager to write a supporting paper on the importance and impact of Town Council events to the Budget and Loan Working Group to support any decisions made, seconded by Barker, all in favour.

The Communications and IT Officer commented that it would be worth noting that the budget for events that are not considered major events is currently £711 over-budget however this is balanced out with underspends from some of the major events.

**41. Events**

- 41.1. To consider any applications for events on Town Council owned land.  
No applications needed consideration.
- 41.2. To receive a report of permissions granted for events on Town Council owned land.  
The Events and Office Manager reported that permission had been granted to Catch 22 for additional events at Gunton Community Park.
- 41.3. To review and consider the following timetable of events:

**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**

Table 1 - Schedule of events

Date	Item
October 2024	<p><b>Black History Month 2024</b></p> <p>The Communications and IT Officer confirmed that the deadline for competition entries is this coming Friday with some submissions having already being received. When the deadline has passed, the Communications and IT Officer said he would review what had been sent in to create the judging packs with confirmation needed on who wants to be involved with the judging. As the Award Ceremony was confirmed for Friday 15<sup>th</sup> November, the winners would need to be contacted before then.</p> <p>The Events and Office Manager confirmed that the Victoria Hotel would be the venue and gave an overview of the ceremony's schedule. Amplification would also be provided on the day.</p> <p>Cllr Brooks asked if there would be refreshments available. The Events and Office Manager confirmed that there would be drinks available.</p>
10 November 2024	<p><b>Remembrance Service and Parade</b></p> <p>The Events and Office Manager confirmed that the services would be more streamlined this year to ensure a shorter service whilst keeping the meaning of the event.</p>
11 November 2024	<p><b>Armistice Day</b></p> <p>The Events and Office Manager confirmed that short services would be taking place at Royal Plain and Lowestoft Cemetery with schools giving readings.</p>
22 November 2024	<p><b>Benjamin Britten Day</b></p> <p>The Events and Office Manager reported that he had approached both the Waveney Sinfonietta and Benjamin Britten Academy however both had no availability in the lead up to Christmas.</p> <p>Cllr Brooks suggested that it would be good to share some information and links to the music of Benjamin Britten this year on the Town Council's Social Media accounts rather than run an event.</p> <p>The Communications and IT Officer commented that, if a music day event was something that was wanted in the future, it would be a good idea to contact local orchestras and choirs early to ensure that the performances did not clash with Christmas events.</p>

# 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

Date	Item
27 January 2025	<p><b>Holocaust Memorial Day 2025 to include Stockholm Convention and Auschwitz Anniversary</b></p> <p>The Events and Office Manager reported that he had spoken to a variety of venues who could potentially offer film showings. It was also suggested that the Railway Station could be used for the wreath laying but that a different event could be hosted at another suitable indoor location.</p> <p>It was reported that Red Oak Primary School had already been in contact to hold an event at Kensington Gardens on the day.</p>
2025	<p><b>Climate Event</b></p> <p>The Events and Office Manager commented that his understanding was that no event date had been set. Officers had given alternative dates for consideration, including linking with Earth Day in April and sourcing an indoor venue.</p> <p>Cllr Brooks commented that the Climate and Ecological Emergency Committee had suggested the same weekend as the First Light Festival to capitalise on its footfall, however she thought that the event's messaging would be lost. Cllr Barker commented that there was an argument for having the event on the same day as First Light to use the higher footfall and increase engagement.</p> <p>Cllr Barker asked if the Town Council's community halls could be used. The Events and Office Manager commented that he would look to larger, accessible venues for it.</p> <p>Cllr Barker propose for Officers to circulate alternative dates for the event to all members of the Events and Communications Sub-Committee and the Climate and Ecological Emergency Committee, seconded by Cllr Brooks, all in favour.</p>
6 February 2025	<p><b>Boston Pionair Loss</b></p> <p>The Events and Office Manager reported that he was waiting on the plaque's text from Cllr Pearce to be sent so that the plaque could be ordered.</p>
8 March 2025	<p><b>International Women's Day</b></p> <p>Cllr Barker confirmed that she had passed on contact details for the local domestic violence group.</p>

# 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

Date	Item
8 May 2025	<p><b>VE 2025</b></p> <p>The Events and Office Manager confirmed that the event guidance had a similar make-up to the D-Day event with the bacon being lit at 9:30pm. The Events and Office Manager asked whether the sub-committee would like to have a similar template for this event, starting in the afternoon, so that performers and stalls could be booked in advance. Cllr Barker agreed that this was a good idea.</p> <p>The Events and Office Manager commented that the event would need to go to the Assets, Inclusion and Development Committee for a budget to be agreed.</p>
August 2025	<p><b>Lowestoft Pride</b></p> <p>The Events and Office Manager reported that a new date may need to be looked at due to a clash with the potential Lowestoft Carnival. The East Anglia Pride network had been contacted for alternative date suggestions which did not clash with other Pride events taking place in the local area.</p>
15 August 2025	<p><b>VJ 2025</b></p> <p>The Events and Office Manager reported that he had not had any further information on the arrangements for the day but that it would be a good idea to organise something low-key for the event.</p>
August 2025	<p><b>Norfolk and Waveney Mind Wellness Festival</b></p> <p>The Events and Office Manager reported that the organisers for this event have asked for the 23<sup>rd</sup> August 2025 for the next event.</p>
September 2025	<p><b>Heritage Open Days</b></p> <p>The Events and Office Manager confirmed that the steering committee had been contacted with no response so far.</p>
2026	<p><b>Civic Event</b></p> <p>Cllr Barker reported that this sub-committee had previously agreed for this event to coincide with the official opening of the Town Hall. The details would need to be decided closer to the date.</p>

### 42. Communications

42.1. To receive any correspondence regarding Lowestoft Carnival 2025

Cllr Barker reported that both Cllr Rappensberger and Blowers had attended the recent consultation event alongside the Events and Office Manager.

The Events and Office Manager reported that this was an open meeting to discuss future plans for the Lowestoft Carnival which had been on a 12-year hiatus. The route would run from East Point Pavilion and circles around to Royal Green. The event would be organised by the Seagull Theatre CIC to coincide with their Children's Festival. A number of concerns had been raised by the public as the date clashes with the Beccles Carnival. This would have an effect on available resources, including policing.

**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**

Cllr Brooks echoed the concerns of the clash with Beccles Carnival and suggested that the Town Council should review its support if it is asked to be involved.

- 42.2. To receive an update from the Communications Officer regarding advertising and communication strategy.

The Communications and IT Officer reported that he was in talks with several local council communications and marketing advisors to help create an in-depth Communication Strategy and how to engage with a wider variety of people across different mediums. From this advice, the Communications and IT Officer was creating a draft budget outline having spoken to local advertisers, magazines and billboards. The Communications and IT Officer reported that he was looking at a figure around £10,000 for the year. The budget document would include a tiered breakdown so that councillors were aware of what was being suggested, with thought being put into whether the communications budget would support event advertising, or whether this would come under the individual events.

Cllr Brooks raised that a member of public on social media had suggested that the Town Council should have a separate events page. The Communications and IT Officer commented that internal discussions had taken place to discuss a new Facebook page for the Markets, like the Sports own page. There were benefits and drawbacks to doing this, including needing to grow a different audience. There were questions on whether a specific events page would get lost amongst the other local events page.

Cllr Brooks asked whether the Marina Theatre could be contacted to enquire about using their advertising boards on Town Green. Officers confirmed that this would be looked into.

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

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

Cllr Barker requested for an item to consider a heritage plaque in honour of Vera Britten, a major WWI writer whose book, Testament of Youth, prominently featured Lowestoft.

- 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.**

Meeting closed 11:39

Signed.....

27 November 2024