

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 18 December 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/82758208777>. The meeting can also be observed via YouTube on the following link: <https://youtube.com/live/tT5cjtEAM9k>.

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
11 December 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 18 December 2024

AGENDA

58. Welcome

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

59. To receive and consider acceptance of apologies absence

60. Declarations of Interests and Dispensations

- 60.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda.
- 60.2. To consider written requests for dispensations for interests and note dispensations granted.

61. To consider the draft minutes of the meeting on 27 November 2024

62. Public Forum

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

63. Finance

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

64. Events

- 64.1. To consider any applications for events on Town Council owned land.
- 64.2. To receive a report of permissions granted for events on Town Council owned land.
- 64.3. To review and consider the following timetable of events:

Table 1 - Schedule of events

Date	Item
30 November 2025	Christmas Market
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
21 June 2025	Suffolk Day
June 2025	Lowestoft 10K
August 2025	Lowestoft Pride
15 August 2025	VJ 2025
23 August 2025	Norfolk and Waveney Mind Wellness Festival
12-21 September 2025	Heritage Open Days
4 October 2025	Royal Naval Patrol Association 50 th Anniversary
October 2025	Black History Month
November 2025	Remembrance Service and Parade

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Date	Item
November 2025	Armistice Day
2026	Civic Event

65. Events

- 65.1. To consider memorial plaque to Vera Brittain.
- 65.2. To consider LTC led Youth Event.
- 65.3. To consider purchase of Lowestoft Town Council branded gazebo for events.

66. Communications

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

67. To note development of a Mayoral Handbook, including guidance on Mayoral attendance at events and Consorts

68. To consider reporting of Mayoral attendance of events.

69. Date of next meeting – Wednesday 22 January 2024 10:00am

70. Items for the next Agenda and Close.

71. 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.