

**Lowestoft Town Council**  
**Meeting of the Events and Communications Sub-Committee**  
**Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**10.00am on Wednesday 22 January 2025**

**Minutes**

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

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

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

**72. Welcome**

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

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

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

**74. Declarations of Interests and Dispensations**

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

None were given. Cllr Barker reminded those attending to flag up any interests if they occur.

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

None were received.

**75. To consider the draft minutes of the meeting on Wednesday 18 December 2024**

Cllr Pearce commented that an amendment was needed in the declarations to change the reference to Cllr Brooks to Cllr Barker. Cllr Pearce proposed that, subject to this amendment, the minutes should be accepted. This was seconded by Cllr Barker, three votes in favour with one abstention.

**76. Public Forum**

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

No comments were received.

**77. Finance**

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

Cllr Pearce commented that all recommendations for the 2025/26 budget had been taken forward and agreed as part of the precept setting by Full Council. It was noted that the one event that usually receives major event funding would instead receive grant funding as and when the application comes in.

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Cllr Barker asked for an update on the purchase of a gazebo, as agreed at the last meeting. The Communications and IT Officer commented that the designs for this were being finalised to match the template that has been sent over by the supplier.

Cllr Barker thanked everyone who had been involved in maintaining the finances.

Cllr Brooks asked where the budget for the Sparrows Nest statue was coming from. Cllr Pearce commented that this had not been budgeted for as the initial costs are upwards of five figures and that this would need to be looked at as an ongoing project, possibly with external funding. Once plans for this were finalised, it would be possible to use the heritage budget to provide any match funding. The Events and Office Manager commented that this could be looked at by the Assets, Inclusion and Development Committee to discuss and progress.

The sub-committee members noted the current financial position and that budgets had been maintained for 2025/26.

### 78. Events

78.1. To consider any applications for events on Town Council owned land.  
None needed consideration.

78.2. To receive a report of permissions granted for events on Town Council owned land.  
No permissions had been granted.

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

Table 1 - Schedule of events

Date	Item
27 January 2025	<p><b>Holocaust Memorial Day to include Stockholm Convention and Auschwitz Anniversary</b></p> <p>Cllr Barker commented that this had been well publicised with events taking place in the coming week.</p> <p>The Events and Office Manager read out the schedule of events for the day with events happening at East Coast Cinema, Lowestoft Railway Station and Kensington Gardens. It was commented that different venues had been looked at this year to accommodate the increased attendance at these events over the years.</p> <p>Cllr Brooks raised concerns that people may not move between the different events.</p> <p>Cllr Barker commented that the new venues offered an improvement in accessibility for the event and encouraged all the councillors speaking to pass any speeches to the office to ensure there isn't any duplication.</p>

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Date	Item
2025	<p><b>Climate Event</b></p> <p>The Events and Office Manager thanked the members of this sub-committee and the Climate and Ecological Emergency Committee for responding to the poll for the date of this event. The date is now set as Saturday 20<sup>th</sup> September which aligns with World Emissions Day.</p>
6 February 2025	<p><b>Boston Pionair Loss</b></p> <p>Cllr Pearce commented that the date for this event aligns with the day when the Boston Pionair left Lowestoft.</p> <p>The Events and Office Manager commented that there had been good engagement with the Fisherman’s Mission who would be holding a coffee morning on the day at the United Reformed Church, with the Maritime Museum bringing a special exhibition along. The plaque unveiling would take place at 1:30pm on South Pier.</p> <p>Cllr Brooks suggested that this event could be an opportunity to promote the idea of a memorial to remember everyone who lost their lives at sea. Cllr Pearce commented that this idea had been agreed however discussions were needed about how the project would be financed and the delivery timetable.</p>
8 March 2025	<p><b>International Women’s Day</b></p> <p>The Events and Office Manager commented that plans were in place to hold a “Triangle Takeover” on Saturday 8<sup>th</sup> March with female-led businesses holding a market at the Triangle Market. The Sports Development Officer is also organising self-defence classes around International Women’s Day at Whitton Hall whilst the Events and Office Manager has also spoken to Sam’s Café to host a series of evening talks. It was noted that no event was being organised at Gunton Community Hall but they will be involved in some ways.</p> <p>Cllr Brooks declared she is a representative for the Community Safety and Domestic Violence Group and asked if the Triangle Market event could host an information stall/drop-in on for Violence Against Women.</p> <p>The Events and Office Manager commented that the theme for IWD is “accelerate action” and would look to host an information stall at the Triangle Market, but is equally happy to invite a representative to talk at the proposed evening speeches sessions at Sam’s Café.</p> <p>Cllr Pearce commented that that he was supportive of having an evening event as this would give different options for people to attend.</p>

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Date	Item
6 May 2025	<p><b>Annual Assembly</b></p> <p>Cllr Pearce asked why this date had been chosen. The Communications and IT Officer commented that this date was picked due to the legislation around when the Annual Assembly should take place and because of the possibility of County elections.</p> <p>The Communications and IT Officer commented that some thought was needed on possible venues as Hamilton House is not necessarily the best venue. Any potential venue would need to bare in mind accessibility, ability for projection and live streaming, and legislation around the venue not serving alcohol and being available after 6pm.</p> <p>Cllr Brooks suggested Lowestoft Library, Waterlane Leisure Centre and the Players' Theatre.</p>
8 May 2025	<p><b>VE 2025</b></p> <p>The Events and Office Manager commented that he has a meeting with local stakeholders in the coming week so will have more details to report back at the next meeting.</p>
21 June 2025	<p><b>Suffolk Day</b></p> <p>The Events and Office Manager commented that the Town Council would be overseeing the civic element of the event which usually takes place in the morning. Work on creating the proclamation with local schools would be happening soon.</p> <p>Cllr Brooks asked what the Town Council's role would be. Cllr Pearce commented that certain conditions were set on the £10,000 maximum budget with the large amount of that going on staging. The Events and Office Manager commented that officers were looking at suitable locations within the town centre with the event including the hosting of awards, the reading of the proclamation and music elements.</p> <p>Cllr Barker raised concerns on the nearby building works in the town centre and the lack of public conveniences. Cllr Pearce commented that he supports the idea of having the event in the town centre as this would mean that visitors could still take part in both this event and First Light Festival.</p> <p>Cllr Barker declared that she was a representative on the First Light Steering Committee.</p> <p>The Events and Office Manager commented that the main event usually lasts between 2-3 hours but he was looking for another possible venue to host the reception for the dignitaries.</p>

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Date	Item
29 June 2025	<b>Lowestoft 10K Sports Race</b>  It was agreed that this item would be deferred.
12 July 2025	<b>Lowestoft Pride</b>  The Communications and IT Officer commented that it was worth noting that Pride now has a set date. The Events and Office Manager commented that this coincides with schools still being open.  It was agreed that all the other events in the events table would be deferred.
15 August 2025	<b>VJ 2025</b>
23 August 2025	<b>Norfolk and Waveney Mind Wellness Festival</b>
12-21 September 2025	<b>Heritage Open Days</b>
4 October 2025	<b>Royal Naval Patrol Association 50<sup>th</sup> Anniversary</b>
October 2025	<b>Black History Month</b>
November 2025	<b>Remembrance Service and Parade</b>
November 2025	<b>Armistice Day</b>
2026	<b>Civic Event</b>

### 79. Events

- 79.1. To receive an update on the memorial plaque to Vera Brittain.  
Cllr Barker commented that it would be worth looking at having a site visit. The Events and Office Manager commented that a suitable date for any possible unveiling would be later in the year to give adequate lead-in time.
- 79.2. To receive an update on the Lowestoft Town Council Youth Event.  
The Events and Office Manager commented that this could be used as an umbrella opportunity to link up with local youth forums and events that are already being planned.

Cllr Brooks commented that she would like to look at hosting a sports day. The Communications and IT Officer commented that this was something the Sports Development Officer was already looking at but that it is worth noting that not all young people enjoy sports.

Cllr Barker commented that it is important to remember young people with special needs.

Cllr Brooks commented that she would like to think about having a single event that brings everything together.

Cllr Pearce commented that schools would be losing their sports premium funding from central government at the end of the current financial year, and declared that he

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is a school governor for a local school. Cllr Brooks proposed to seek clarification from the local MP on this funding and whether a proposed extension is on offer, seconded by Cllr Pearce, all in favour.

- 79.3. To consider a Lowestoft Town Council Community Awards event.  
Cllr Brooks commented that she was not supportive of this idea as it would single out people and businesses. Cllr Pearce commented that he liked the idea of recognition but was sceptical on how it would work and be open to all.

The Events and Office Manager commented that many local voluntary organisations do not get recognition and that this initiative would be open and transparent and look to champion local people.

Cllr Brooks commented that it could have local people nominate groups with a small monetary contribution on offer.

Cllr Pearce proposed for officers to look at a framework and build in safeguards to make it open and transparent. This was seconded by Cllr Barker, all in favour.

- 79.4. To consider a review of event application form and any relevant policies in order to inform officer delegations when grant permission for land use and events on Lowestoft Town Council.  
Cllr Pearce commented that the event application form needed to be reviewed and streamlined.

*Cllr Pitts temporarily left the meeting at 11:26*

Cllr Brooks commented that item 12 on the event application form could be removed. Cllr Pearce suggested that the event application form should be re-written to reflect the change of staff responsibilities and updated to reflect new legislation and guidance.

*Cllr Pitts returned at 11:31*

Cllr Pearce proposed for the event application form to be revisited so that it becomes a broad-brush statement of principal with assurances that discretion will not be exercised arbitrarily and that events align with the Council's ethos of the day, seconded by Cllr Barker, all in favour.

*Cllr Pearce left the meeting at 11:33*

### **80. Communications**

- 80.1. To receive committee members responses on Lowestoft Town Council advertising and communication strategy.

The Communications and IT Officer commented that this had been on the last few meeting agendas and was continuing his request for comments, especially any on broad stroke ideas of "What is Lowestoft Town Council?". These comments could then be used as the building blocks for the strategy going forward.

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Cllr Barker commented that it would be good to have the communications items earlier in the agenda, before the events section, at the next meeting.

Cllr Brooks asked for clarification on whether this document was the same policy being looked at by the Standing Orders and Policies Working Group. The Communications and IT Officer commented that the document was an overarching strategy on what the Town Council wants to say, and the policies that are reviewed say how that can happen.

Cllr Brooks proposed for the communications items to be higher on the next agenda, seconded by Cllr Barker, all in favour.

Cllr Barker commented that it might be worth looking at the format of how this discussion could take place. The Communications and IT Officer commented that a workshop setting might work best and this would be looked into.

*The Events and Office Manager temporarily left the meeting and returned at 11:46.*

80.2. To receive and consider a report on the process of Twinning partnerships. The Events and Office Manager commented that a briefing paper had been circulated outlining the process for creating a new Twinning partnership. Cllr Barker commented that this could be looked at in detail at the next meeting.

80.3. To note progress of Mayoral Handbook. The Communications and IT Officer commented that a draft handbook had been created and that any comments should be sent into the office with a view of having the handbook in place in time for the next civic year. Cllr Barker commented that this could be looked at in detail at the next meeting.

**81. To consider approval of Events Manager Personal Licence training and any costs associated.**

The Events and Office Manager commented that East Suffolk Council oversees licensing and temporary events notices (TENs). It was noted that, in 2024, the Town Council nearly met its limit of five TENs and that, if the Events and Office Manager was to undergo the training at a cost of £350, this would allow for 50 licences throughout the year, with a maximum of 15 licences at an individual location. It was also noted that, if the licences were mis-used, there would be implications on the Town Council.

Cllr Barker proposed for the training to be undertaken with a maximum budget of £350 from the training budget. This was seconded by Cllr Brooks, all in favour.

**82. Date of next meeting – Wednesday 26 February 2025 10:00am**

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

Cllr Barker commented that she had previously proposed for a list of mayoral events to be circulated and that she'd like an item on the next agenda to discuss the format this should take.

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Cllr Brooks asked if an item could look at how councillor emails are used. The Communications and IT Officer asked if this could be broadened to councillor communications as he was looking into ways of improving communication between councillors, also looking at how the regular councillor update could be improved.

- 84. 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 at 11:59

Signed.....

26 February 2025