

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 26 March 2025, on **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/83129052027> . The meeting can also be observed via YouTube on the following link: <https://youtube.com/live/pYw0-4M2XU0> .

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 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
19 March 2025

Lowestoft Town Council
Meeting of the Events and Communications Sub-Committee
Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10.00am on Wednesday 26 March 2025

AGENDA

- 84. Welcome**
 To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public of the right to report.
- 85. To receive and consider acceptance of apologies absence**
- 86. Declarations of Interests and Dispensations**
 86.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda.
 86.2. To consider written requests for dispensations for interests and note dispensations granted.
- 87. To consider the draft minutes of the meeting on Wednesday 26 February 2025**
- 88. Public Forum**
 88.1. An opportunity for the public to make comments on any matters on this agenda and to consider any advance comments from the public.
- 89. Finance**
 89.1. To monitor expenditure by the sub-committee from its delegated budget.
- 90. Communications**
 90.1. To receive an update from Communications Officer regarding the Lowestoft Town Council website.
- 91. Events**
 91.1. To consider any applications for events on Town Council owned land.
 91.2. To receive a report of permissions granted for events on Town Council owned land.
 91.3. To review and consider the following timetable of events:

Table 1 - Schedule of events

Date	Item
27 January 2025	Holocaust Memorial Day to include Stockholm Convention and Auschwitz Anniversary
8 March 2025	International Women's Day
6 May 2025	Annual Assembly
8 May 2025	VE 2025
21 June 2025	Suffolk Day
29 June 2025	Lowestoft 10K
12 July 2025	Lowestoft Pride
15 August 2025	VJ 2025
23 August 2025	Norfolk and Waveney Mind Wellness Festival
12-21 September 2025	Heritage Open Days
20 September 2025	Planet Positive

Lowestoft Town Council

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10.00am on Wednesday 26 March 2025

Date	Item
4 October 2025	Royal Naval Patrol Association 50 th Anniversary
October 2025	Black History Month
November 2025	Remembrance Service and Parade
November 2025	Armistice Day
2026	Civic Event

92. Events

- 92.1. To receive an update from the organisers of National Fishing Remembrance Day in Lowestoft
- 92.2. To consider proposal from event organisers for programme of summer events
- 92.3. To consider the provision of children's entertainment in our parks

93. Date of next meeting – Wednesday 23 April 2025 10:00am

94. Items for the next Agenda and Close.

- 95. **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.**