

Lowestoft Town Council
Meeting of the Events and Communications Sub-Committee
Remote meeting held by video conferencing at
15:00 on Tuesday 23 June 2020

MINUTES

Present: Cllrs Sue Barnard, Neil Coleby, Jacquie Hardie, Andy Pearce, John Pitts, and Alice Taylor.

In attendance: Cllr Green the Town Mayor, Sarah Foote (Deputy Town Clerk) and James Cox (Administration Assistant). Cllr Frost observed part of the meeting.

The Video Meeting protocol was read by Cllr Coleby as the outgoing Chair of this sub-committee.

101. Cllr Hardie proposed Cllr Taylor as Chair. This proposal was not seconded. Cllr Barnard proposed Cllr Coleby, this was seconded by Cllr Pearce. Cllr Taylor then asked for clarification on if one councillor could be chair of both a committee and a sub-committee and it was confirmed this was currently possible. This proposal was agreed (three votes in favour, two votes against and one abstention).

102. Cllr Coleby welcomed everyone to the meeting.

103. Apologies for absence

Apologies were received from Cllr Parker and accepted (proposed by Cllr Pearce, seconded by Cllr Barnard). It was agreed this would be a blanket acceptance of apologies until Cllr Parker was able to resume attendance at these meetings. Cllr Page was absent.

104. Declarations of Interests and Dispensations - none.

105. Public Forum - no comments had been submitted in advance of the meeting.

106. Minutes of the last meeting. The minutes of the meeting of 12 March 2020 were noted and would be approved at the next appropriate meeting. The Committee expressed disappointment for how many events had been cancelled particularly those around VE Day. Cllr Pearce stated that some of those events may be rescheduled for next year and it was agreed it would be an ongoing agenda item to consider how the town could still commemorate significant anniversaries.

107. Sub Committee arrangements

107.1 The sub-committee membership was noted as those present plus Cllrs Parker and Page. Cllr Frost had requested to join the sub-committee. This was proposed by Cllr Coleby, seconded by Cllr Pearce and unanimously agreed and would be tabled for the next Finance and Governance Committee meeting.

107.2 Appointment of Deputy Chair - Cllr Coleby proposed that Cllr Taylor to be Deputy Chair. Cllr Taylor refused the proposal. Cllr Coleby further proposed Cllr Pearce to be appointed Deputy Chair, this was seconded by Cllr Barnard and agreed (four votes in favour, two against).

107.3 Terms of Reference - Cllr Pearce asked for clarity on the terms of reference and whether or not the Sub-Committee should have a delegated budget for events. Debate took place and it was proposed by Cllr Coleby, seconded by Cllr Barnard and agreed (four votes in favour, two against) to make a recommendation to the Finance and Governance Committee to clarify the delegation and consider delegated budget of not more than £8,100 (the balance after deferral of funds from events to post Covid-19 recovery grant).

108. Events

108.1 Event applications - an application had been received for a post-Covid 19 Chaplaincy event to be held in Kensington Gardens. Members considered all the details supplied but it was agreed that due to current social distancing restrictions the event could not proceed. Proposed by Cllr Hardie, seconded by Cllr Coleby and unanimously agreed. The Deputy Clerk would inform the event organiser.

108.2 National Armed Forces Day 2020 - it was noted that the event planned for Scarborough this year had been cancelled and therefore Scarborough were likely to host in 2021. If Lowestoft wished to make a submission for 2022 liaison and agreement would be needed by all interested parties. It

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was proposed by Cllr Taylor, seconded by Cllr Hardie and unanimously agreed that the Deputy Clerk should progress this when appropriate.

108.3 Heritage Open Days 2020 - the Council had received a request to film a virtual 'tour of the Town Hall'. It was proposed to proceed with this, via the Easterly Artists Group, by Cllr Taylor, seconded by Cllr Pearce and unanimously agreed. The concept of virtual HODs would be extended to all organisations who wished to take part in this year's event. Further discussion took place on if the Town Hall could be open at all over the event period from 11 - 20 September. It was agreed that a full risk assessment, ticketing system and several stewards would be needed and this would be discussed further at the next meeting. The deadline to submit details to HOD organiser was 14 August. This was proposed by Cllr Coleby, seconded by Cllr Pearce and unanimously agreed.

108.4 Events cancelled due to COVID-19 restrictions - in particular the cancellation of the VE Day 75 events was noted with disappointment. Consideration was given to re-arrangement of the event and it was agreed that the best way forward would be to look to holding the event in 2021 and in line with any national directives issued. Further consideration would be given to other events for summer 2020 which had been cancelled and how these could be incorporated into an events programme for 2021. It was noted that there may be increased interest in holding events/classes in open spaces such as Town Council owned parks and the market area, and the Council had an application process and charging schedule in place to accommodate this.

108.5 Remembrance Sunday 2020 - this would be considered at the next meeting and in line with government guidelines on mass gatherings. It was noted that the benefactor who had gifted a bell and bugle to be used at VE Day 75 commemorations to be returned as the Town Council, due to COVID restrictions, had not been able to use the gifts for the purpose intended.

109. Communications

It was hoped the Council would soon be in a position to move forward with the recruitment of the Events and Communications Officer.

110. Date of next meeting - 3.00 pm on Thursday 30 July 2020

111. Items for the next Agenda and Close

Heritage Open Days

Remembrance Sunday

Meeting Closed: 4.08 pm.



Signed: