

Lowestoft Town Council
Meeting of the Events and Communications Sub-Committee
Remote meeting to commence at 15.00 on Thursday 24 September 2020

MINUTES

Video meeting participants: Cllrs Sue Barnard, Neil Coleby (Chair) and Andy Pearce

Also participating: Sarah Foote (Deputy Clerk) and James Cox (Administration and Finance Assistant)

132. Welcome

The right to report and the application of the video meeting protocol were explained and noted, and the meeting was welcomed.

133. Apologies for absence

Apologies were received from Cllr Parker, Page and Cllr Hardie. Cllrs Frost, Pitts and Taylor were absent. Cllr Barnard proposed acceptance of the apologies received ; seconded by Cllr Pearce; and unanimously agreed.

134. Declarations of Interests and Dispensations

Cllrs Pearce and Barnard declared a local non-pecuniary interest in item 188.2 as members of the Friends of Gainsborough Drive.

135. Public Forum

No comments had been received.

136. Receipt of any comments and noting that the draft minutes of the meeting on 27 August 2020 will be considered at the next appropriate meeting

The draft minutes were received and noted and there were no comments.

137. Events

137.1 Commemoration Events of 2020 - noting Town Council events which were postponed due to the COVID-19 pandemic and consider plans for rearrangement of these events including: VE Day, Anniversaries for Battle of Britain and Battle of Dunkirk and installation of memorial plaques for both, and any other events, including those being organised by outside bodies at which the Town Council would be represented. These had to be postponed due to the pandemic and consideration is being given to how and when they may be rescheduled. It was proposed by Cllr Barnard, seconded by Cllr Coleby and unanimously agreed that these items being reconsidered at the January 2021 meeting of this sub-committee.

137.2 Tree Event - Noting Parks and Open Spaces Sub-Committee plans for a Tree Event. Discussion took place on how many public trees there are in the town and the value of appointing Tree Wardens. It was agreed to refer both these matters to the AID Committee to consider. It was noted that the recent Tree Council grant had conditions relating to the engagement of youth with the tree planting and it was agreed to check with the Tree Council if these conditions still applied during the pandemic and if the planting should be deferred.

137.3 The Ness - noting the site was nearing completion. Consideration was given to holding an opening event and how this would be possible with the current restrictions on public gatherings. It was suggested that an aerial image of the completed site should be placed on the website and used as part of any virtual opening. Cllr Barnard would explore this further.

137.4 Remembrance Sunday 2020 – a detailed discussion took place on if and how the annual service and parade could take place on 8 November given the current restrictions on public gatherings. The Town Council would be the official event organiser and responsible for the organisation, risk assessment, and insurance of the event. Early indication from Suffolk Police and

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East Suffolk Council (landowners of Royal Plain) had mirrored the sub-committee's concerns for the many health and safety considerations. Suffolk Police had suggested that they would not be able to support such an event and East Suffolk Council had asked for a robust risk assessment to be provided before they would consider granting permission for use of the land. The Deputy Clerk had contacted both the Lieutenancy Office and the Royal British Legion for guidance.

Cllr Coleby proposed if by 30 September, official guidance was not received from either the Lieutenancy Office or the Royal British Legion, that, with regret, the annual service and parade at Royal Plain would not be able to take place. This was seconded by Cllr Barnard and agreed with one abstention.

Cllr Barnard proposed that the Council should actively explore an on-line/virtual commemoration instead of a mass gathering. This was seconded by Cllr Coleby and unanimously agreed.

The sub-committee were also keen that crosses again be placed on the war graves in the town and wreaths were laid at Belle Vue Park, the Cemetery and the War Memorial. This was proposed by Cllr Coleby, seconded by Cllr Pearce and unanimously agreed.

The Deputy Clerk would continue to liaise with all parties involved with Remembrance Sunday in Lowestoft and report back to sub-committee members as and when required. It was noted that some matters may have to be agreed via email.

137.5 Holocaust Memorial Day 2021 – consideration was given to a virtual event and how the usual attendees would be able to contribute. If a commemoration was to take place virtually, it was proposed by Cllr Coleby, seconded by Cllr Pearce and agreed that the existing budget allocation for this event could be spent on a virtual event.

139. Communications

Considering the Council's communications – This is a rolling item. It was noted that an Events and Communications Officer had been appointed.

140. To consider dissolution of this Sub-Committee. It was proposed by Cllr Pearce, seconded by Cllr Barnard and agreed that the sub-committee is not dissolved and continues to operate as per the Terms of Reference agreed in May.

141. Date of next meeting – 3.00 pm on Thursday 29 October 2020

142. Items for the next Agenda and Close.

It was agreed to email all sub-committee members to inform them of the meeting's decision regarding Remembrance Sunday and of the decision for the sub-committee not to be dissolved and remind them of the date of the next meeting.

Consideration of a virtual event of HMD.

The Chair closed the meeting 16.08



Signed: