

**Lowestoft Town Council**  
**Meeting of the Events and Communications Sub-Committee**  
**Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB**  
**15:00 on 10 June 2021**

**MINUTES**

**Present:** Cllrs Sonia Barker (Chair), Wendy Brooks, Alan Green and Andy Pearce

**Also participating:** Sarah Foote (Deputy Clerk) and Sian Maguire (Events and Communications Officer (ECO))

**1. Appointment of Chair of Events and Communications Sub-Committee**

It was proposed by Cllr Pearce, seconded by Cllr Wendy Brooks and unanimously agreed that Cllr Barker be appointed as Chair.

**2. Welcome**

The fire evacuation procedure was read, Councillors and members of the public were reminded of the right to report, and the meeting was welcomed.

**3. Apologies for absence**

Apologies were received from Cllr Pitts. Cllr Pearce proposed acceptance of apologies received, seconded by Cllr Green; all in favour.

**4. Declarations of Interests and Dispensations**

Cllr Pearce declared a local non-pecuniary interest in 9.1 as a member of The Jack Rose Old Lowestoft Society. Cllr Brooks declared whilst she had previously had contact with videographer, she was not predetermined in relation to agenda item 10.2. Cllr Barker declared a local non-pecuniary interest in First Light Festival as a volunteer for the event.

**5. Any advance comments from the public on this agenda.**

There were none.

**6. To consider the draft minutes of the meeting on 27 January 2021. To sign minutes from 12 March 2020 – 27 January 2021.**

The draft minutes were approved. Cllr Pearce proposed acceptance of minutes of 27 January 2021, seconded by Cllr Alan Green; all in favour. Signing of minutes from 12 March 2020 to 27 January 2021 was agreed. Proposed by Cllr Pearce, seconded by Cllr Brooks; and agreed.

**7. To review and adopt Sub-Committee arrangements**

7.1 The membership of the Events and Communications Sub-Committee was noted as; Cllrs Barker, Brooks, Pitts and Pearce.

7.2 It was proposed by Cllr Brooks, seconded by Cllr Green that Cllr Pitts be appointed as Deputy Chair of the Events and Communications Sub-Committee. All in favour.

7.3 Terms of Reference of the Events and Communications Sub-Committee were proposed for adoption by Cllr Pearce, seconded by Cllr Brooks; all in favour.

**8. To note the Events and Communications Sub-Committee Budget**

It was confirmed that the Events and Communications Sub-Committee budget was £10,000; £4,000 earmarked for Remembrance Day and Holocaust Memorial Day Commemorative events; there was also a general reserve of £20,000 for major events, including First Light Festival. During the consideration it was asked that the budget for the Events and Communications Sub-Committee was provided to members.

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**9. Events**

9.1 Commemoration Events of 2020 - Town Council events which were postponed due to the Covid pandemic were noted and plans for rearrangement of these events were considered as follows.

- 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. It was proposed by Cllr Pearce to increase budgets for unveiling ceremonies of the heritage plaques from £500 to £1,000, £3,000 total, for VE Day, Battle of Britain and Battle of Dunkirk, seconded by Cllr Brooks; and agreed. It was noted two plaques were due to be installed to mark the Battle of Dunkirk; one on the South Pier and one at a location to be agreed.

- 80<sup>th</sup> Anniversary of the evacuation from Lowestoft and the 75<sup>th</sup> Anniversary of their return home to Lowestoft. It was proposed by Cllr Pearce a reserve of £1,000 for a commemorative event to be held in autumn 2021. This would be further discussed at a future meeting. Cllr Pearce proposed £1,000 for a commemorative event for the evacuees.

- Other events, Cllr Pearce proposed Officers research into any other delayed national commemorative events.

9.2 NHS, Social Care and Frontline Workers Day on 5th July 2021. The ECO noted possible arrangements for an event in Sparrow's Nest Gardens, including banner purchasing and amplification. It was proposed by Cllr Pearce that a maximum budget of £600 with delegation to officers for this event seconded by Cllr Brooks; and agreed.

9.3 Return of Triangle Market. The ECO noted the status of returning to trading at Triangle Market after lockdown and the current highways safety issues within this area.

9.4 East Suffolk Travel Association's 175th Anniversary year of the Railway reaching Lowestoft. It was noted that the ECO has been in contact with the Community Rail Development Officer. It was proposed by Cllr Barker the Town Council was involved in this event and officers continue to liaise ahead of the event, seconded by Cllr Pearce; and agreed.

9.5 Formal launch of The Ness. It was proposed by Cllr Pearce that officers progress with an official launch with delegated authority to start preliminary conversations with partners, after safety inspections are carried out on all equipment, seconded by Cllr Brooks; and agreed.

9.6 HM Queen Elizabeth's Platinum Jubilee (2 June 2022) and any Town Council events. It was noted that a four-day weekend had been approved and would be a National holiday. Further consideration would be given to events to be organised during this weekend and as such this would be a standing agenda item.

9.7 Centenary of Royal British Legion and any commemoration activity for the Lowestoft Branch Centenary. Cllr Pearce proposed that officers make contact with Royal British Legion noting that as well the branch centenary, it was also the centenary of the erection of the War Memorial, seconded by Cllr Brooks and agreed.

9.8 Remembrance Sunday 2021. It was noted filmmaker and historians that developed the 'Lest We Forget' video which was released during the 2020 Remembrance weekend, wished to create another video for the Centenary of the Royal Plain War Memorial. It was proposed by Cllr Pearce a reserve of £400 for the conception of this video, seconded by Cllr Green; and agreed. It was proposed by Cllr

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Pearce that Roman Hill Primary School was contacted and the school included for future Remembrance Day event(s), seconded by Cllr Green; and agreed.

9.9 Holocaust Memorial Day 2022. It was proposed by Cllr Pearce, seconded by Cllr Brooks that a video was commissioned by local filmmakers detailing the second Kinder Transport that came to Lowestoft. A budget of £500 for the development of the video was duly agreed. A discussion on commemorating refugees that escaped persecution and Lowestoft's unique role in these events, then took place. It was proposed by Cllr Pearce that a statue or piece of art was developed and located at Lowestoft Train Station, in partnership with the Community Rail Development Officer and Railways team, seconded by Cllr Brooks; and agreed.

9.10 Additional upcoming anniversaries and commemorations. A range of peacetime anniversaries and potential commemorative events were considered and noted as follows.

*Table 1 Upcoming Anniversaries and Commemorations*

<b>Anniversary</b>	<b>Date</b>	<b>Notes</b>
90 <sup>th</sup> Anniversary of the founding of Eastern Counties Omnibus Company and the 85 <sup>th</sup> Anniversary of Eastern Coach Works Limited. January 2022 will mark the 35 <sup>th</sup> anniversary of its closure.	2021	-
85 <sup>th</sup> anniversary of the commencement of the Prunier Trophy and the 55 <sup>th</sup> anniversary of its ending.	2021	<i>It was proposed by Cllr Pearce that the Prunier Trophy be incorporated with the upcoming Heritage Open Days Festival, as its original intended purpose was to promote herring as a food source in the UK, seconded by Cllr Brooks; and agreed.</i>
80 <sup>th</sup> anniversary of infamous "Waller's Raid" on London Road North, Lowestoft.	13 January 2022	<i>Delegation to officers to liaise with the Jack Rose Old Lowestoft Society to arrange a suitable commemorative event.</i>

9.11 Town participation in Heritage Open Days Festival 2021. It was noted by the ECO that officers had been liaising with Heritage Open Days Steering Group Chair. Cllr Barker requested this item be kept on July agenda for update on status of Town Council's involvement. Cllr Pearce gave details of a possible project linked to this year's theme of 'Edible England', this would be further discussed at a future meeting.

*Cllr Green left the meeting 16:35*

9.12 Process and events for the awards of granted Freedoms of the Town (confidential) This would be discussed in confidential session.

**10. Communications**

10.1 Lowestoft Town Council communications, including a monthly email newsletter and an Instagram account. It was noted by the ECO that settings has been adjusted on the Town Council's

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Facebook page and direct messaging was now available. It was agreed that the Town Council's interaction with the public on Facebook would be further discussed at a future meeting.

*Cllr Brooks left the meeting 16:45.*

*Cllr Brooks returned to the meeting 16:47.*

It was proposed by Cllr Pearce the ECO progresses with establishing an Instagram account, seconded by Cllr Brooks; and agreed.

10.2 Lowestoft Promotional Video (some aspects confidential). It was proposed by Cllr Pearce the Lowestoft Promotional Video is commissioned and developed in principal, seconded by Cllr Brooks; and agreed.

**11. Date of next meeting – 23<sup>rd</sup> June 2021 at 15:00**

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

- Delayed National commemorative events
- 90th Anniversary of Lowestoft Coachworks and 35th Anniversary of its closure
- LTC involvement with HOD
- Allotments project for HOD
- The Town Council's interaction with the public on Facebook would be further discussed at a future meeting.

The Chair thanked those who had been viewing the livestream of the meeting.

**13. Resolution to close the meeting to the public**

It was proposed by Cllr Pearce, seconded by Cllr Brooks; all in favour that the meeting be closed to the press and public to consider confidential items.

9.12 Confidential matters relating to process and events for the awards of granted Freedoms of the Town were noted.

10.2 Confidential matters relating to the Lowestoft Promotional Video were noted.

*Meeting closed at 17:33*



Signed: .....

23 June 2021