

**Lowestoft Town Council**  
**Meeting of the Events and Communications Sub-Committee**  
**Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB**  
**15:00 on 23 June 2021**

**MINUTES**

**Meeting participants:** Cllrs Sonia Barker (Chair), Wendy Brooks, Andy Pearce and John Pitts. April Beale and Susan Steward.

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

**14. 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.

**15. Apologies for absence.**

All councillors in attendance.

**16. Declarations of Interests and Dispensations**

Cllr Pearce declared a local non-pecuniary interest as a member of the Jack Rose Old Society. Cllr Pearce declared whilst he has been in contact with the Most Easterly Group members, April Beale and Susan Steward, he was not predetermined in relation to agenda item 19.1. Cllr Brooks declared whilst she had previously had contact with videographer, she was not predetermined in relation to agenda item 20.2.

**17. Public Forum**

17.1 There were no advance comments from the public on this agenda.

17.2 A presentation on a research project concerning allotments for upcoming Heritage Open Days Festival 2021. April Beale and Susan Steward discussed their plans for initial research of the establishment of allotments in Lowestoft and data relevant to this study. It was noted that the Town Council does not own all of the allotments in Lowestoft. It was recommended that this project is part-funded by another source to progress the project. It was noted the Town Council's grant policy, including the equal opportunities.

**18. To consider the draft minutes of the meeting on 10 June 2021.**

The draft minutes were accepted, with the recorded grammatical and structural amendments to the minutes. It was proposed by Cllr Pearce, seconded by Cllr Pitts; and agreed.

**19. Events**

19.1 Earlier presentation of Allotments-themed Heritage Open Days project and Town Council's involvement in HOD. It was proposed by Cllr Pearce to support this project with a maximum budget of £600, from the Events and Communications Sub-Committee budget, on the conditions the material is intellectual property of the Town Council and a business account is created for the

**Lowestoft Town Council**  
**Meeting of the Events and Communications Sub-Committee**  
**Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB**  
**15:00 on 23 June 2021**

funding. Cllr Brooks seconded; and all favour. It was requested that the ECO liaise with April Beale and Susan Steward throughout the progression of this project.

19.2 Commemoration Events of 2020. It was noted that a heritage plaque could be installed inside the Lowestoft Heritage Centre, Wilde's Score. This item will be further discussed at a future meeting.

19.3 NHS, Social Care and Frontline Workers Day on 5th July 2021. It was noted by officers the change of circumstance and the current Government guidelines prompting the decision to cancel the Picnic in the Park event, which was to take place in Sparrow's Nest Gardens on Monday 5 July 2021. It was noted officers would be drafting a post for the Town Council's social media platforms, with a thank you message from the Mayor of Lowestoft. It was proposed by Cllr Pearce to delegate authority to officers to reschedule this event in August, liaising with Kimble Reynolds, the event organiser of Bands of Hope and Glory annual event that takes place in August. Seconded by Cllr Pitts; and agreed. It was agreed that a maximum budget of £300 for a banner and any additional provisions required for NHS, Social Care and Frontline Workers Day on 5<sup>th</sup> July 2021.

*Cllr Brooks left the meeting 16:00.*

*Cllr Brooks returned to the meeting 16:02*

19.4 Sponsorship of a sporting event, promoting sport and outdoor activity. It was noted the date of the next Scores Race, which is set for August. It was proposed by Cllr Pearce that officers liaise with event organisers of the Score Race and other park runs, with recommendation that this item is put on the next AID Committee agenda. Seconded by Cllr Brooks; and agreed.

19.5 Process and events for the awards of granted Freedoms of the Town. It was noted the beneficiaries of the awards have been informed and a press release will be published this week. Formal arrangements of these awards will be made for September and will be discussed further at a future meeting.

19.6 Schedule of commemorations to mark significant local historical events and their relevant anniversaries. It was noted by Cllr Pearce that the Holocaust Memorial video should be progressed, liaising with Cllr Barker and the ECO throughout its fruition.

**Lowestoft Town Council**  
**Meeting of the Events and Communications Sub-Committee**  
**Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB**  
**15:00 on 23 June 2021**

*Table 1 Schedule of 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 noted the Prunier Trophy's last known location was in the Maritime Museum, Lowestoft. Officers agreed to research this further.</i>
80 <sup>th</sup> anniversary of infamous "Waller's Raid" on London Road North, Lowestoft.	13 January 2022	<i>It was noted the existing plaque is located adjacent to the Marina, mounted to the wall of Savers in the Town Centre.</i>

19.7 HM Queen Elizabeth's Platinum Jubilee (2 June 2022) and any Town Council events. It was noted the initial arrangements for this event. This item will be discussed further at a future meeting.

**20. Communications**

20.1 Town Council's public interaction on online communications platform, Facebook. It was noted the interaction of the Council's Facebook page with the public. It was suggested by the ECO that a monthly update, featuring any questions that have been asked by members of the public be amassed in a document and shared on the platform.

20.2 Lowestoft Promotional Video (some matters may be confidential). No actions have been progressed for this item due to time constraints.

**21. Date of next meeting – 25<sup>th</sup> August 2021 at 15:00, location to be agreed.**

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

Any additional funding required should be forwarded to AID and F&G agenda.

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

*Meeting closed 16:44.*

**23. Resolution to close the meeting to the public.** There were no items to consider in closed session.

**Lowestoft Town Council**  
**Meeting of the Events and Communications Sub-Committee**  
**Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB**  
**15:00 on 23 June 2021**

A handwritten signature in blue ink, appearing to read 'S. Barber', is written over a dotted line.

Signed: .....