

**Lowestoft Town Council**  
**Extraordinary Meeting of the Events and Communications Sub-Committee**

**Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**11:00 on 17 September 2021**

**MINUTES**

**Meeting participants:** Cllrs Wendy Brooks, Andy Pearce and John Pitts (Chair)

**Also participating:** Shona Bendix (Town Clerk), James Cox (Administration and Finance Assistant)

**34. 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.

**35. To receive and consider acceptance of apologies absence**

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

**36. Declarations of Interests and Dispensations**

There were none.

**37. Public Forum**

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

**38. To consider contributing £150 for a sound engineer for a Heritage Open Day Event**

Cllr Pearce clarified that this was for a sound engineer to enable 2 acts to perform at the Herring & Ale Fayre as the sound engineer that was volunteering had to pull out. Cllr Pearce proposed contributing up to £300 for a sound engineer for the Heritage Open Day Event on receipt of an invoice, delegated to staff; Cllr Brooks seconded; all in favour.

**39. Date of next meeting – 3.00 pm on 27th October 2021.**

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

That an emergency contingency fund be look at for staff at the next Finance and Governance meeting.

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

*Meeting closed 11:09.*



Signed: .....

7 October 2021