

Lowestoft Town Council
Meeting of the Events and Communications Sub-Committee
Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
13.00 on Thursday 25 November 2021

Minutes

Meeting started at 13:06

Present: Cllrs Sonia Barker (Chair), Alan Green, Wendy Brooks, Graham Parker, Andy Pearce, John Pitts, Elise Youngman

In attendance: Sarah Foote (Deputy Town Clerk) and Chris Meek.

Public: There were two officers from Norfolk and Waveney Mind in attendance who warmly welcome by the Chair.

66. Welcome

The fire evacuation procedure and public right to report were explained and the meeting was welcomed. The Chair offered thanks to the Councillors who attended the meeting.

67. To receive and consider acceptance of apologies absence

Apologies received from Cllr Graham Parker

68. Declarations of Interests and Dispensations

Cllr Pearce declared that he was appointed Chair of the Gunton Residents' Association and Treasurer of the Jack Rose Old Lowestoft Society. Cllr Brooks declared that she was the appointed Vice Chair of the Gunton Residents' Association and representative on the Market Working Group and Part Organiser of BHM competition.

69. To consider the draft minutes of the meetings on 27 October 2021

Cllr Barker wanted to add to the minutes on the 27th October 2021 that she would like it recorded a thank you for everyone who has attended the previous events so far such as the South Pier Plaque and Statue unveiling and The Excelsior Freedom of the Town.

Cllr Pearce proposed acceptance of minutes subject to this amendment; seconded by Cllr Wendy Brooks; all in favour.

70. Public Forum

No comments were recorded from the public forum.

71. To consider a project with Norfolk and Waveney MIND (some aspects may be confidential)

Norfolk and Waveney MIND gave a brief description of what the organisation was about and how they would like to increase their presence in the Lowestoft area. MIND had previously had an informal discussion with Cllrs Green and Pearce about holding an event to follow on from MIND's online "Festival of Kindness event" which was held during lockdown. The representatives from MIND suggested the possibility of music acts, mental first aid stands and so forth. Cllrs Pearce and Green suggested MIND should gauge interest further and felt it should be presented to Full Council to to move the collaboration forward. Cllr Brooks then spoke about mental health problems in the Harbour and Normanston area and it being one of the most deprived areas in Suffolk. Cllr Brooks also gave her support for this project and maybe combining this with climate emergency but acknowledged that she did not want to take the focus from MIND.

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Cllr Pearce talked about using one of Lowestoft Town Council outdoor spaces such as Sparrows Nest to host this event and possibly in the future about having a permanent presence when the Town Hall was completed but did acknowledged this was long term thinking . Cllr Pearce discussed that this event could be held between June and September and MIND said they were flexible around times and would work with Lowestoft Town Council. Cllr Barker also said it very important these events are held as well to engage with young people and signpost them in the right direction. Cllr Pearce proposed that this should be treated as a major event, seconded by Cllr Green; all in favour.

72. Finance

72.1 This was an error and advised by Deputy Town Clerk that this was discussed in previous meeting and agreed. Cllr Barker acknowledged this.

72.2 Deputy Town Clerk presented a spreadsheet and advised that there was currently £4000 in budget but confirmed there still a couple of invoices to come through from Remembrance Event.

73. Events

73.1 Applications for events on Town Council owned land

Permission had been granted to the Friends of Fen Park to plant bulbs on 18th December in Fen Park.

73.2 To consider the following events:

Cllr Barker commented that the Remembrance Event was positively received and would like to thank the Officers and volunteers involved in arranging this well organised event and showcased the best of Lowestoft.

It was agreed that, due to time limitations, only events up to January 2022 would be considered at this meeting. Councillor Pearce proposed, Cllr Brooks seconded; all in favour.

Table 1 Events

Date	Item
Ongoing	Sponsorship of a sporting event- Cllr Pearce discussed Lowestoft Town Council co-sponsoring the annual Scores Race possibly with a co-sponsor. Cllr Pearce advised liaising with Waveney Athletics Club to assess their thoughts on Lowestoft Town Council sponsoring an event. Cllr Pearce proposed this be treated as a major event and delegated this to the officers to investigate further. Cllr Pearce proposed, Cllr Brooks seconded; all in favour.
October	Black History Month – Deputy Town Clerk gave an update on the competition and presented the scoring sheet which was agreed. The number of judges was confirmed as five representatives from Lowestoft Town council, two from Lowestoft College, two from business and one from Lowestoft Library . Cllr Pitts advised he would make contact with the sportsperson to confirm if they would also like to be part of the judging panel.
27 November	National Tree Week. Tree Council Branching Out Grant – Deputy Town Clerk gave update on Branching Out campaign, confirmed that three schools confirmed would be attending sites to plants the trees with Norse Staff, Town Council Officers and Councillors.

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Date	Item
4 December	Christmas Light Switch on - This was discussed together with the Christmas Market item (as detailed below). The Deputy Town Clerk gave update on the stalls for both dates and advised numbers looked healthy for both days and promotion on social media platforms and website in conjunction was in place. It was confirmed that the switch on had been changed from 16.00hrs to 17.00hrs so should be no disruption to traders on the day. Cllr Brooks discussed the barriers around the Christmas Tree and maybe getting a Town Council Christmas Vinyl Banner displayed. A maximum £200 budget and delegation to officers to organise this was agreed. Cllr Brooks proposes, Seconded by Cllr Pearce; all in favour.
December	Kindertransport themed event in Dec 2021 (some aspects may be confidential). Cllr Pearce gave update on this and advised this would go ahead on the set day but were awaiting confirmation from the designer of Plaque but was confident that this would be achieved .
December Markets	Saturday 4 th and Saturday 18 th (Christmas Market - noting involvement of Market Working Group)
January 2022	Eastern Coach Works commemorating the dual anniversaries of the founding and closure of (35 th anniversary of closure January 2022) – working with East Anglian Transport Museum
13 January 2022	Waller's Raid 80th anniversary commemoration-Cllr Pearce updated members on outline plans for an event to be held at the Marina Theatre and suggested involving the Chemist and Waterstones in this event and arranging for the Marina Theatre do the refreshments for the event.
27 January 2022	Holocaust Memorial Day including art piece at Railway Station- Cllr Pearce updated that there will be a short film recording; Cllr Pearce had obtained historical minute books from a local historian. Cllr Pearce had discussions with Lowestoft Railway Station about installing an art piece but were hesitant to commit to this due to vandalism fears. The committee decided to put art installation hold but still proceed with event.
8 March	International Women's Day
28 May 2022	East Anglian Transport Museum 50 th
2/3 June 2022	HM Queen Elizabeth's Platinum Jubilee
June 2022	Festival of Suffolk
June 2022	First Light Festival – early consideration
June 2022	Armed Forces Day – early consideration
14 June 2022	40 th anniversary of Falklands War and commemoration of local service personnel
May to July 2022	175th anniversary of the coming of the railway to Lowestoft - 1 July 2022 will be the anniversary of the opening of Lowestoft railway station and passenger connection)
September 2022	Great British Beach Spring Clean
September 2022	Heritage Open Days
Friday 11 November	Armistice Day
Sunday 13 November	Remembrance Sunday Parade and Service
19 November 2022	Anniversary Commemoration of the loss of the 'Reclaim' – joint working with ABP, South Pier Lowestoft Ltd and Kessingland Parish Council.

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74. Freedom of the Town

74.1 Deputy Town Clerk put forward suggestions regarding use of the Freedom of Town insignia by awardees and felt a policy document should be created. Members were receptive to this suggestion and delegated to Officers to explore further.

75. Civic Event

Cllr Green suggested the concept of an annual civic service/event and commented on the positive experiences he had elsewhere. Cllr Brooks was concerned about the religious element to any event. It was agreed that Officers would explore a non-religious and religious event ideas and give an update at next meeting. Cllr Green suggested incorporating a fundraiser to this event whereby each Mayor chooses a charity to support during their term of office.

76. Communications

It was decided to defer the following items to the next agenda

Cllr Pearce proposed, Cllr Brooks seconded; all in favour

76.1 To consider Town Council communications.

76.2 To consider promotional video.

76.3 To consider an Electronic newsletter

76.4 To consider improved use of Lowestoft Library as a communication tool.

77. Date of next meeting – 15.00 on Wednesday 22 December 2021.

Cllr Youngman gave her apologies in advance.

Cllr Brooks gave her apologies in advance.

78. Items for the next Agenda and Close.

Cllr Pearce and Cllr Youngman would like to explore the possibility about incorporating children's event in Lowestoft Town Council calendar.

Cllr Youngman and Pearce would like to discuss the Normanston Skate Park and the possible painting.

79. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the Meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted.

There were no confidential matters to discuss.

The meeting closed at 14.53



Signed: