

**Lowestoft Town Council**  
**Meeting of the Events and Communications Sub-Committee**  
**Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**13.00 on Wednesday 23 February 2022**

**Minutes**

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

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

**Public:** There was one member of public (representative from Scores Race) in attendance (via zoom) who was warmly welcomed by the Chair.

**94. 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.

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

Apologies were received from Cllr Elise Youngman. A reason was supplied to the Deputy Town Clerk. Cllr Pearce proposed acceptance of the apologies received, seconded by Cllr Pitts; all in favour.

**96. Declarations of Interests and Dispensations**

- 96.1. Cllr Barker declared her role as representative on First Light Festival Steering Group.  
Cllr Pearce declared a non-local pecuniary interest in agenda item number 100.5 – June 2022 Falklands Anniversary.

**97. To consider the draft minutes of the meetings on 22 December 2021**

The Chair asked for minor changes and pending these changes, the minutes were accepted.  
Cllr Pearce proposed; Cllr Brooks seconded, all in favour.

**98. Public Forum**

- 98.1. No comments were recorded from the public forum.  
98.2. The Chair of Events and Communications thanked the organiser of the Scores Race for his attendance. The organiser gave an outline of the event and suggested Sunday 28 August for this year's event. Cllr Pearce proposed delegation to Officers in conjunction with members of Events and Communications Sub-committee to update on progress when communications received from Scores Race. Cllr Brooks seconded; all in favour.

**99. Finance**

- 99.1. The delegated budget position was noted.  
99.2. To consider payment of expenses relating to Holocaust Memorial Day Service (some aspects may be confidential) - the committee proposed to move this to confidential session.

**100. Events**

**Lowestoft Town Council**  
**Meeting of the Events and Communications Sub-Committee**  
**Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**13.00 on Wednesday 23 February 2022**

- 100.1. Deputy Town Clerk confirmed that permission had been granted to First Light Festival to use Kensington Gardens between 16 and 20 June 2022. Cllr Pearce proposed that no commercial activities be permitted in Kensington Gardens, Cllr Brooks seconded; all in favour.
- 100.2. To receive a report of permissions granted for events on Town Council owned land:  
 11 June 2022 – Friends of Kensington Gardens, Kensington Gardens Centenary.
- 100.3. Holocaust Memorial Day 2022 - The Chair thanked Councillors and everyone who attended this event and reported positive feedback from people whom she interacted with during the day. The committee discussed the event being held indoors next year due to the cold weather.
- 100.4. Queen’s Platinum Jubilee - Deputy Town Clerk gave an update to Councillors and assured planning was on track. Officers had been liaising with Royal British Legion on their arrangements for their daytime activities in Sparrows Nest. Cllr Pearce proposed delegation in conjunction with members of Events Committee a maximum budget of £5,000 (to be taken out of community engagement fund), Cllr Barker seconded; all in favour.
- 100.5. To consider the following timetable of events:

The committee agreed to defer to cover events starting from June 2022 until the next scheduled meeting.

*Table 1 - Schedule of events*

Date	Item
8 March	International Women’s Day - Consideration and decision on content (with a Lowestoft focus) to go out on or before 8 March on social media. <i>The committee agreed to delegate this item to Officers in liaison with Cllr Brooks and Events Committee; Cllr Barker seconded, all in favour. Cllr Pearce proposed a maximum budget of £400 for commissioning of video, Cllr Barker seconded; all in favour.</i>
28 May 2022	East Anglian Transport Museum 50 <sup>th</sup> – <i>Cllr Pearce awaiting further information from Lowestoft Coachworks regarding this event.</i>
5 June 2022	World Environment Day – <i>it was agreed to remove this date from the Events calendar and concentrate efforts on the Big Green Week event.</i>
June 2022	Festival of Suffolk - <i>Deputy Town Clerk updated on this event and what it entailed. There was a requirement for Lowestoft to nominate a torch bearer for the torch relay of Suffolk. The committee agreed the person should be under 18 and a suitable candidate would be sought by nominations via a social media campaign. Unanimously agreed.</i>
June 2022	Summer Solstice Cycle Ride - <i>Officers had sent out an events application form but to date the completed form had not been received.</i>
June 2022	First Light Festival – <i>this was discussed in agenda item 100.1.</i>
June 2022	Armed Forces Day – <i>no action required by Lowestoft Town Council.</i>
June 2022	40 <sup>th</sup> anniversary of Falklands War and commemoration of local service personnel. <i>Cllr Pearce proposed a maximum budget of £3,500, seconded by Pitts; all in favour.</i>
May to July 2022	175 <sup>th</sup> 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)
July or August	Norfolk and Waveney MIND event (including Climate aspects)

**Lowestoft Town Council**  
**Meeting of the Events and Communications Sub-Committee**  
**Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**13.00 on Wednesday 23 February 2022**

Date	Item
Sunday 28 August	Scores Race (25 <sup>th</sup> anniversary race). To consider Town Council sponsorship.
September 2022	Great British Beach Spring Clean
September 2022	Heritage Open Days
24 September to 2 October	Great Big Green Week to incorporate climate event
October 2022	Black History Month
7 to 18 November 2022	COP27
Friday 11 November 2022	Armistice Day
Sunday 13 November 2022	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.

At 15.00 Cllr Pearce proposed to suspend Standing Order 3Y for a maximum of fifteen minutes, Cllr Brooks seconded; all in favour.

**101. Events for consideration and timetabling**

101.1. The committee discussed the possibility of using Benjamin Britten Birthday (22 November) as a date for an Civic event.

101.2. A Children's event

101.3 Artwork at Normanston Park including a competition element.

It was agreed to defer items 101.2 and 101.3 until the next scheduled meeting.

**102. Communications**

102.1. To note the appointment of Communications Officer

102.2. To consider Town Council communications

102.3. To consider promotional video

102.4. To consider an electronic newsletter

The committee agreed to defer items 102.2 to 102.4 until the next scheduled meeting.

**103. Date of next meeting – 10.00 on Wednesday 27 April 2022**

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

To consider a Fair-trade Event in Lowestoft Town Council events calendar.

**105. 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.**

Cllr Pearce proposed moving the meeting into confidential session; seconded by Cllr Brooks, all in favour.

Cllr Pearce proposed approval of mileage payment to a participant of Holocaust Memorial Day 2021; Cllr Brooks seconded, all in favour.

  
.....