

Lowestoft Town Council
Meeting of the Events and Communications Sub-Committee
Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB
10.00am on Wednesday 22 June 2022

Minutes

Present: Sonia Barker, Wendy Brooks, Andy Pearce, Elise Youngman

In attendance: Chris Meek, Michael Winter

Public: Jess Johnston (Town Hall Heritage Project Manager) via zoom

Meeting started at 10:04

1. To appoint the chair of Events and Communications Sub-Committee

Cllr Pearce proposed Cllr Barker, seconded by Cllr Brooks; all in favour.

2. 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.

Cllr Barker gave thanks to everyone involved in the events for the Falklands Memorial and Platinum Jubilee on 2nd June 2022.

3. To receive and consider acceptance of apologies absence

Apologies were received from Cllr Pitts who had provided reasons. Cllr Pearce proposed approval of the apologies received; seconded by Cllr Brooks; all in favour.

4. Declarations of Interests and Dispensations

4.1 Cllr Pearce declared a non-pecuniary interest in item 11.2 and the Commemoration of the Reclaim event in 9.4

5. To consider the draft minutes of the meetings on 27 April 2022

Cllr Brooks proposed approval of the minutes; seconded by Cllr Youngman; all in favour.

6. To review and adopt Sub-Committee arrangements:

6.1 Sub-Committee Membership noted. Councillors will be reminded at the next Full Council meeting that they can join the Sub-Committee.

6.2 Cllr Brooks proposed Cllr Pitts as Deputy Chair; seconded by Cllr Pearce; all in favour.

6.3 Terms of Reference were reviewed. Cllr Pearce proposed adoption of the Terms of Reference with the terms being checked to reflect the update of membership being quorum +1 in line with other sub-committees; seconded by Cllr Brooks; all in favour.

7. Public Forum

7.1. There were no public comments.

7.2. A presentation from Jess Johnston (Town Hall Heritage Project Manager) was received, including feedback from councillors. A bullet point transcript of the presentation will be emailed and circulated to councillors. Cllr Pearce proposed that a further zoom meeting take place to discuss details of HODs events with a delegation to make decisions on the HODs events with the aim of getting the details finalised for the 1st July brochure submission deadline; seconded by Cllr Youngman; all in favour. The zoom meeting was organised by Officers in the meeting and will take

Lowestoft Town Council
Meeting of the Events and Communications Sub-Committee
Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB
10.00am on Wednesday 22 June 2022

place on Monday 27th June.

8. Finance

- 8.1.** A summary of the Events budget was passed around councillors. Cllr Pearce clarified that the Major Events budget is allocated/committed spend but has not been spent. Cllr Pearce proposed a recommendation to Budget & Loan Sub-Committee that the budget allocation for Operation London Bridge should come out of the Events budget for 2022/23 and placed in a Town Council contingency fund. Delegation was given to Officers for this year that this budget to be used for Operation London Bridge if required without need to refer to this sub-committee; seconded by Cllr Brooks; all in favour.
 Cllr Pearce asked for an update on engagement with the Transport Museum over events funding. Communications Officer gave an update on progress. Officers were given delegation to go ahead when news comes in and for Communications Officer to circulate news in the Councillor Update. in update.
- 8.2.** Projected costs for the Jubilee event were noted. Full costs when all the invoices have been received will be circulated.

9. Events

- 9.1.** No applications were needed for approval.
- 9.2.** Office Administrator confirmed permissions were given to Our Park in Britten Road, Upshoot Theatre event in July at Sparrows Nest and Lowestoft in Bloom at Sparrows Nest in October. Cllr Brooks queried the permission for the ticketed theatre event in July but it was confirmed that the company had met all conditions with ticket sales going to charity.
- 9.3.** Update given about cancellation of Norfolk and Waveney Mind Festival of Kindness after Officers approached for an update. Cllr Pearce proposed that Officers respond positively to the correspondence and open up discussions for an event in the future, possibly in Summer 2023, with the budget ring-fenced for next year; seconded by Cllr Barker; all in favour.
- 9.4.** To consider the following timetable of events:

Table 1 - Schedule of events

Date	Item
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) <i>Cllr Pearce to give an update in confidential session</i>
4 th July 2022	Official Launch of Whitton Green Project <i>Communications Officer gave an update on the planned event to take place on 4th July. Event will be open to the public with relevant stakeholders invited. Sub-committee gave formal thanks to Officers and all who were involved in the project.</i>
Sunday 28 August 2022	Scores Race (25 th anniversary race) <i>Communications Officer circulated information in the recent Councillor Update and reiterated that any volunteer stewards should get in contact with the organisers directly.</i> <i>Cllr Youngman left meeting at 11:01</i>

Lowestoft Town Council

Meeting of the Events and Communications Sub-Committee

Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB

10.00am on Wednesday 22 June 2022

Date	Item
9-18 September 2022	<p>Heritage Open Days</p> <p><i>This was touched on in item 7.2 with the HODs brochure deadline noted as 1st July 2022.</i></p> <p><i>Cllr Pearce proposed a zoom call to take place to help open a dialogue with HODs organisers and members of this sub-committee to aid the application of events taking place on Town Council-owned assets.</i></p>
24/25 September 2022	<p>Great Big Green Weekend</p> <p><i>Officers are liaising with the Chair of Climate Emergency and Ecological Committee (Cllr Page) in organising this event. Initial engagement with schools, traders and East Coast College has been sent out. Cllr Page is also organising a speaker. Officers were asked to look into alternative energy sources for the event.</i></p> <p><i>Cllr Brooks asked about a separate beach clean event on 25th September. Officers will approach East Suffolk Council to discuss land-use and permissions.</i></p>
October 2022	<p>Black History Month</p> <p><i>Cllr Pearce proposed that the event follow the template from last year with a change to focus on British role models, delegation to Officers to contact schools and to start publicity, seconded by Cllr Brooks; all in favour.</i></p> <p><i>Cllr Pearce declared an interest as a School Governor and will circulate to Officers the new contact details for the Head Teacher.</i></p>
7 to 18 November 2022	<p>COP27</p> <p><i>To be considered at the next meeting</i></p>
Friday 11 November 2022	<p>Armistice Day</p> <p><i>Cllr Pearce proposed a delegation to staff to organise Armistice Day, Remembrance Sunday Parade and Service and Holocaust Memorial Day events within budget, with Sub-Committee members input if needed; seconded by Cllr Barker; all in favour.</i></p>
Sunday 13 November 2022	<p>Remembrance Sunday Parade and Service</p> <p><i>See Armistice Day</i></p> <p><i>Cllr Barker raised query about the use of plastic poppies and whether alternatives could be sourced. Officers confirmed that the Royal British Legion website says that the poppies are fully recyclable. Cllr Barker suggested that this could be highlighted in the service booklet and in communications for the event.</i></p>
19 November 2022	<p>Anniversary Commemoration of the loss of the 'Reclaim' – joint working with ABP, South Pier Lowestoft Ltd and Kessingland Parish Council.</p> <p><i>Cllr Pearce gave an update. Permission has been granted for the installation on South Pier. A meeting with Kessingland Parish Council is taking place on Monday 27th June to discuss joint events. Information from this will be passed on by councillors with decisions made at the relevant committees</i></p>

Lowestoft Town Council

Meeting of the Events and Communications Sub-Committee

Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB

10.00am on Wednesday 22 June 2022

Date	Item
12 December 2022	Kindertransport event (some aspects may be confidential) <i>Cllr Pearce to give update during the confidential session</i>
Friday 27 January 2023	Holocaust Memorial Day <i>See Armistice Day for delegation</i>
8 March 2023	International Women's Day
23 February to 5 March 2023	Possible Fairtrade Event

The committee all agreed to defer discussing events from February 2023 until the next meeting in June.

10. Events for consideration and timetabling

- 10.1. Cllr Pearce asked that Officers follow up on a conversation Cllr Green had with regards to a future civic event, looking at an event for 2023 and report back to the Sub-Committee. Cllr Barker reported on a recent civic event she had attended which could act as a template for an event. Cllr Pearce suggested that the event should be open to all.
- 10.2. Cllr Pearce gave a background summary and update on the Heritage film. This is an ongoing project with the aim of releasing the film later in the year. An appropriate release date was discussed, looking at 15th September 2022 to coincide with Battle of Britain Day. Cllr Pearce proposed that the budget for this is ring-fenced within the reserves and that the release date is on or as near to the 15th September as possible. Seconded by Cllr Barker. All in favour.

11. Communications

- 11.1. Communications Officer gave an update on communications since last meeting. Cllr Brooks raised a query over a contact for an awareness day in July, Communications Officer said they would continue the dialogue with the contact. Cllr Barker said she'd send details about a YMCA "Sleep-easy" event in October for circulation.
- 11.2. Cllr Pearce gave some background information on this project. Cllr Pearce asked that the budget agreed by AID in 2021 was confirmed and ring-fenced to complete this project. Communications Officer gave an update on work progressed and a quote from a local firm. Cllr Pearce proposed that Officers be given delegation to progress works and any further discussions can take place over zoom; seconded by Cllr Barker; all in favour.
A separate plaque was also discussed. Cllr Pearce would forward information on the new plaque to Officers. Cllr Pearce proposed for work on the extra plaque to progress; seconded by Cllr Barker; all in favour.

12. Date of next meeting – 10am on Wednesday 24 August

13. Items for the next Agenda and Close.

Cllr Pearce asked for an event to mark the 90th Anniversary of the Town Hall Riots in May 2023 be considered.

Officers raised the idea of a PRIDE event for 2023. Officers were encouraged to add events they wished to be considered to the events table. Suggestions from the public would also be welcomed, suggestion that Officers use social media to encourage suggestions.

Lowestoft Town Council
Meeting of the Events and Communications Sub-Committee
Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB
10.00am on Wednesday 22 June 2022

Cllr Pearce proposed to postpone Standing Orders 3Y for a maximum of fifteen minutes; Cllr Brooks seconded; all in favour.

Cllr Pearce raised a suggestion about a proposed Ghost Walk being planned by Cllr Lang. Officers will contact Cllr Lang to find out more.

- 14. 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 Brooks proposed that the meeting move into confidential session; seconded by Cllr Pearce; all in favour.

Cllr Pearce proposed a delegation to Officers to contact the Community Rail Partnership about future events for the 175th Anniversary of the Railway; seconded by Cllr Barker; all in favour.

Cllr Pearce proposed that the budget for the Kindertransport film was ring-fenced for a December release with delegation to Officers in conjunction with members of the sub-committee to progress; seconded by Cllr Brooks; all in favour.

Cllr Pearce proposed £500 to Community Rail Partnership to contribute to new panel; seconded by Cllr Brooks; all in favour.

Meeting closed at 12:20


.....