

Lowestoft Town Council
Meeting of the Events and Communications Sub-Committee
Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10.00am on Wednesday 27 April 2022

Minutes

Present: Cllrs Sonia Barker (Chair), Wendy Brooks, Elise Youngman and Andy Pearce.

In attendance: Sarah Foote (Deputy Town Clerk) and Chris Meek (Administrator) also Michael Winter (Communications Officer) and James Cox (Finance and Information Officer).

Public: A representative from Marie Curie was the only member of the public in attendance and warmly welcomed by the Chair.

106. 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.

107. To receive and consider acceptance of apologies absence

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

108. Declarations of Interests and Dispensations

- 108.1. Cllr Barker confirmed she is a member of the First Light Steering Group and First Light Volunteer. Cllr Pearce made the committee aware he does not want to participate in item 111.2.

109. To consider the draft minutes of the meetings on 23 February 2022

Cllr Brooks proposed acceptance of minutes; seconded by Cllr Pearce; all in favour.

110. Public Forum

- 110.1. Documents had been circulated to committee members prior to the meeting. The representative gave a short talk of what Marie Curie does and how they are engaging in the Lowestoft area. The committee members suggested Officers could forward Marie Curie details to the Festival of Kindness organisers Norfolk and Waveney Mind.
- 110.2. No public comments were recorded.

111. Finance

- 111.1. The budget spreadsheet was displayed to all members. The committee raised concerns about the tight budget that they had. Cllr Pearce proposed a precautionary budget for Queens Platinum Jubilee celebrations a maximum budget of £10,000 where £6,000 would come from Parks ear marked reserves and £1500 from community engagement budget. Cllr Barker seconded; all in favour.
- Cllr Barker proposed to accept the displayed Budget spreadsheet figures are up to date; Cllr Pearce seconded; all in favour.

Cllr Pearce left room at 10.29am

- 111.2. The remaining Committee members discussed the grant application. Cllr Barker proposed there is insufficient evidence to support the application and therefore no

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payment should be made, Cllr Brooks seconded; all in favour.

Cllr Pearce re-entered the room at 10:35am

112. Events

- 112.1. No applications were needed for approval.
- 112.2. Deputy Town Clerk confirmed permissions had been given to Friends of Fen Park for their event on Sunday 5 June and Friends of Kensington Gardens for their centenary event on Saturday 11 June.
- 112.3. To consider the following timetable of events:

Table 1 - Schedule of events

Date	Item
27 & 28 May 2022	Festival of Suffolk Torch relay -arrival/departure- An update was given to the committee regarding the two dates. Town Mayor Cllr Alan Green would be arriving in the ebike to Ness Park where he be welcomed by local schoolchildren. In regards to departure the Town Mayor would handover the baton to Archie Muir – the chosen representative for Lowestoft Town Council where he will head towards to Kensington Gardens.
28 May 2022	East Anglian Transport Museum 50- Cllr Pearce updated the committee that he would forward the details he had for East Anglian Transport Museum for Officers to progress further.
June 2022	First Light Festival – Deputy Town Clerk Events application has been submitted and authorised- no further comments were made.
June 2022	Armed Forces Day- Lowestoft Town Council has no other involvement- A Mayor engagement form was requested by Armed Forces representatives, which has been sent out.
2 June 2022	40 th anniversary of Falklands War and commemoration of local service personnel- The committee agreed that a Zoom call should be arranged the Parr family to finalise details of the day. Deputy Town Clerk had confirmed that Ormiston Denes Academy had been contacted and confirmed their involvement.
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) Cllr Pearce proposed delegation to Officers in conjunction with Events committee members to make contact with Community Railway Partnership to find out what their plans are to commemorate this event.
July 2022	Official Launch of Whitton Green Project- The committee discussed possible ideas about involving local athletics club, inviting equipment supplier and or local high school to be involved in the launch.
Friday 29 July 2022	Norfolk and Waveney MIND Festival of Kindness
Sunday 28 August 2022	Scores Race (25 th anniversary race)
September 2022	Great British Beach Spring Clean
9-18 September 2022	Heritage Open Days

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Date	Item
24 September to 2 October 2022	Great Big Green Week to incorporate climate event Cllr Pearce proposed to delegate to Officers to liaise with Cllr Page (Chair of Climate) to confirm one weekend that this climate event should be held on, Cllr Barker seconded; all in favour.
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.
Friday 27 January 2023	Holocaust Memorial Day
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 July 2022 until the next meeting in June.

Cllr Pearce proposed to postpone Standing Orders 3y for a maximum of thirty minutes; Cllr Barker seconded; all in favour.

113. Events for consideration and timetabling

- 113.1. The committee all agreed to defer this item until June meeting.
- 113.2. The committee all agreed to defer this item until June meeting.
- 113.3. Cllr Pearce proposed to delegate this item to Officers in conjunction with Committee members to arrange a Zoom call with the organiser of the food van with the invite extended to Cllr Begum to attend, Cllr Brooks seconded; all in favour.

114. Communications

- 114.1. Events Committee members received a short presentation from the newly appointed Communications Officer.
- 114.2. Cllr Pearce confirmed he would share details with Officers that he had to assist in further progressing Heritage Plaques.

115. Date of next meeting – 10am on Wednesday 22 June

116. Items for the next Agenda and Close.

No items to be added to the next agenda.

117. 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.

The chair closed the meeting at 12:30.


