

# Lowestoft Town Council

## Extraordinary Meeting of the Events and Communications Sub-Committee

Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE  
10.00am on Wednesday 24 July 2024

### MINUTES

**Present:** Cllrs Sonia Barker, Wendy Brooks, Andy Pearce, John Pitts and Bernie Rappensberger

**In attendance:** Sarah Foote (Acting Town Clerk), Christopher Meek (Events and Administration Officer) and Michael Winter (Communications Officer).

**Public:** One member of public (in person).

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

Cllr Rappensberger nominated Cllr Barker; seconded by Cllr Pearce; five votes in favour and one abstention.

#### 2. Welcome

The fire evacuation and reporting at meetings procedure was explained and the meeting was welcomed.

#### 3. To consider Sub-Committee arrangements:

- 3.1 To appoint the Deputy Chair of the Events and Communications Sub- Committee - Cllr Pearce nominated Cllr Rappensberger; seconded by Cllr Youngman; five votes in favour and one abstention.
- 3.2 To consider meeting schedule - Cllr Pearce proposed a poll for the meeting schedule be issued to all members; seconded by Cllr Rappensberger; all in favour.
- 3.3 To review and adopt the terms of reference - Cllr Pearce proposed adoption of the Terms of Reference; seconded by Cllr Youngman; all in favour.
- 3.4 To note the delegated budget – This was noted.

#### 4 To receive and consider acceptance of apologies absence.

No apologies had been received.

#### 5 Declarations of Interests and Dispensations

- 5.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda - Cllrs Barker and Brooks declared they were members of Suffolk Wildlife Trust.
- 5.2 To consider written requests for dispensations for interests and note dispensations granted - No written requests for dispensations had been received.

#### 6 To consider the draft minutes of the meeting on 14 May 2024

Cllr Pearce proposed approval; seconded by Cllr Barker; four votes in favour and two abstentions.

#### 7 Public Forum

An opportunity for the public to make comments on any matters on this agenda and to consider any advance comments from the public - A member of public was in attendance to speak on the Lowestoft Pride event. The member of public provided information on the history of Pride and its importance as a protest. Further comments were made on the organisation of this year's Pride event and the member of public requested there be further engagement for Pride 2025.

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It was agreed that these comments would be considered and discussed at the agenda item.

### 8 Finance

8.1 To monitor expenditure by the sub-committee from its delegated budget – There were no updates.

### 9 Events

9.1 To consider any applications for events on Town Council owned land - There were no applications.

9.2 To receive a report of permissions granted for events on Town Council owned land - Permissions had been granted to the Bands of Hope and Glory (in Sparrows Nest Gardens, mid-August), Wellness Festival (26 August), Friends of Kensington Gardens for a fundraising event (11 August) and Running Organisation at Kensington Gardens (second Sunday in September).

9.3 To consider an event for the celebration of Benjamin Britten - Cllr Pearce proposed officers explore ideas for this event further and the item be considered at the next meeting; seconded by Cllr Brooks who noted the Benjamin Britten School celebrate his birthday and an event would present an opportunity for wider event promotion; all in favour.

9.4 To review and consider the following timetable of events:  
 It was agreed to move the Lowestoft Pride event as the first item to discuss on the schedule.

*Table 1 - Schedule of events*

Date	Item
3 August 2024	<p><b>Lowestoft Pride</b></p> <p>The Sub-Committee stated there was no intention to exclude any group or individual and apologised that the member of public felt that way. Lowestoft Town Council (LTC) would need permission from the Highways Authority for the march as it would involve land outside its ownership. A longer lead-in time for the 2025 event could be considered to explore the feasibility for the march.</p> <p>The Events and Office Administrator reported publicity for the event had increased with a wide range of stakeholders engaged and over twenty stallholders due to be at the event. The previous Pride event had been checked by the Safety Advisory Group, who had highlighted the need to facilitate the safety of all involved should the protest element be included.</p> <p>The Events and Office Administrator was thanked for his input. As this was only the second Pride event held by LTC, the Sub-Committee would be looking to expand and improve the event on previous years. A conversation was needed on how a protest could logistically be managed in advance of an application to Safety Advisory Group.</p> <p>The chair thanked the member of public for their contribution.</p> <p><i>The member of public left the chamber at 10:43</i></p>

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28 May 2024	<p><b>Belle Vue 150 Year Anniversary</b>            Cllr Brooks felt the event was disappointing and suggested it could have been more of a celebratory event with music.            The inclement weather likely affected the attendance of the event.</p> <p>One comment was received suggesting the photos on posts around the park be included and referenced in the walking tours.</p>
6 June 2024	<p><b>80 D-Day Anniversary</b>            There had been positive feedback with a good turnout of attendees and the marching pipe band had been a fitting finale.</p>
15-16 June 2024	<p><b>Big Green Weekender “Climate Event”</b>            The weather was poor but feedback from those who had attended was positive.            Cllr Brooks felt the Sunday event held at Kensington Gardens could have been more connected to the green issues.</p> <p>The Sub-Committee agreed all volunteers did well at the event.</p>
22 June 2024	<p><b>First Light Festival</b>            Cllr Barker declared she was the LTC representative on the steering group and was a volunteer to the event.</p> <p>It was noted that many local businesses held their own “fringe events” over the weekend.</p> <p>Cllr Pearce notified the Sub-Committee he had provided feedback to East Suffolk Council concerning the potentially political art display in Kensington Gardens (noting that LTC had allowed free use of Kensington Gardens and provided a grant to the event).</p> <p><i>Cllr Youngman temporarily left the chamber at 11:05</i>  <i>A five-minute comfort break was taken at 11:09. Cllr Rappensberger temporarily left the chamber and Cllr Pitts left the chamber and meeting.</i>  <i>The meeting was resumed at 11:15</i></p>
6 July 2024	<p><b>Lowestoft Fairtrade Event</b>            The Mayor had attended their conference at library, which used the first portion of funding supplied by LTC. The second phase of funding was due to be used for an event in September when a specialist fairtrade farm would visit the town as part of a tour.</p>
3 August 2024	<p><b>Lowestoft Pride</b>            This event was considered first in the schedule.</p>

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Date	Item
24 August 2024	<p><b>Rock N Roll Festival</b></p> <p><i>Cllrs Rappensberger and Youngman returned to the chamber at 11:17</i></p> <p>The office had sent a call out for more retro and vintage stallholders and all other arrangements were in place. There would be further communications on this event after Pride.</p>
26 August 2024	<p><b>Norfolk and Waveney Mind Kindness Festival</b></p> <p>The application has been submitted and MIND have sent out communications for support.</p>
September 2024	<p><b>Heritage Open Days</b></p> <p>Cllr Pearce was verbally informed no funds would be drawn down this year by the Steering Committee.</p> <p>LTC were running the Heritage Skills Market. Officers queried if there was scope for the £1,000 underspend from the Big Green Weekend to be used for the market. Cllr Pearce proposed the underspend be used for the Heritage Skills Market; seconded by Cllr Brooks; all in favour.</p>
October 2024	<p><b>Black History Month 2024</b></p> <p>The Communications Officer provided an update on communications sent out regarding the competition.</p> <p>Cllr Brooks suggested engaging someone of Black or Ethnic minority to help promote the event in the local newspaper.</p> <p>Officers were exploring larger venues for this year and were awaiting responses from venues contacted for use.</p>
10 November 2024	<b>Remembrance Service and Parade</b>
11 November 2024	<b>Armistice Day</b>
27 January 2025	<b>Holocaust Memorial Day 2025 to include Stockholm Convention and Auschwitz Anniversary</b>
6 February 2025	<b>Boston Pionair Loss</b>
8 March 2025	<b>International Women's Day</b>
8 May 2025	<b>VE 2025</b>
15 August 2025	<b>VJ 2025</b>
2026	<b>Civic Event</b>

### 10 Communications

- 10.1 To consider purchasing portable amplification equipment - Cllr Youngman suggested this be considered as it was difficult to hear the speakers during the walking tours conducted at the Belle Vue event.  
It was requested the Communications Officer provide a meeting paper on the different options and indicative costs, with consideration of how it would be used and stored.
- 10.2 To consider Lowestoft Town Council advertising for future events - It was suggested to consider the lead-in time and targeted reach for each event to inform the extent of advertisement.

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An item was requested for the next agenda to discuss advertisements, what permissions are required for different locations around town and what alternative methods can be used to share events and activities.

Officers noted that any method would need to consider the carbon-zero and waste policies.

- 10.3 To consider an approach from the organisers of Bungay Pride to appoint two representatives to a committee to discuss closer collaboration - The office had received an email to all local Prides suggesting a meeting of representatives to discuss closer collaboration.

Cllr Pearce proposed one officer representative (Christopher Meek) and one councillor representative (Wendy Brooks) attend the meeting; seconded by Cllr Rappensberger; all in favour.

It was requested to receive feedback on this at the next agenda.

- 10.4 To consider the use of the Decisions app to aid with creating agenda packs for meetings - Officers were uncertain that this Sub-Committee had the delegation to make a proposal on this matter.

Cllr Pearce proposed a recommendation to the Assets, Inclusion and Development Committee to consider the options and make a recommendation to Full Council; seconded by Cllr Brooks; all in favour.

- 10.5 To consider purchasing of digital artwork of the Lowestoft Coat of Arms - Cllr Pearce proposed to opt for the quote for digital artwork of the full arms, including the helm and mantle, funded from the Arts and Heritage budget; seconded by Cllr Barker; all in favour.

### 11 Events Timetabling

- 11.1 To receive an update on memorial to Amy Denny and Rose Cullender, and associated event – Officers were awaiting a date of delivery.

- 11.2 To consider litter picking events on East Suffolk Council owned land as part of the Plastic Free Community pledge - It was agreed for this item to be addressed by the Climate and Ecological Emergency Committee.

### 12 To receive an update on sourcing of indicative costings for the fishermen's memorial following the most recent meeting with the working group (confidential)

This item would be discussed in confidential session.

### 13 To consider a maximum budget for the Mayor and Consort to attend a European trip as a delegation from Lowestoft on behalf of the Lowestoft and Plaisir Twinning Association

Cllr Brooks declared she was the Town Council representative on the Plaisir Twinning Association and confirmed there was an invitation to the Mayor to attend a civic event, with the only costs being flight and transport.

At 12:00 Cllr Pearce proposed to suspend standing orders for ten minutes; seconded by Cllr Barker; all in favour.

Cllr Pearce proposed a maximum budget of £1,000, funded from the Events budget, be set with a delegation to officers, in conjunction with the Plaisir Twinning Association and Mayor, to arrange the flights for the Mayor and Consort, furthermore, the visit would be a chance to

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explore the possibility of a joint event in 2025; seconded by Cllr Youngman; all in favour.

**14 Date of next meeting – To be confirmed.**

The schedule for the next meeting would be decided over poll.

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

No items were requested.

**16 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 Youngman proposed the meeting be moved into confidential session; seconded by Cllr Pearce; all in favour.

*The meeting was closed to the public and moved into confidential session at 12:03*

**12 To receive an update on sourcing of indicative costings for the fishermen's memorial following the most recent meeting with the working group (confidential)**

Cllr Pearce, who attended the meeting as a Lowestoft Town Council representative, provided an update to the Sub-Committee concerning specifications and indicative costs.

Cllr Pearce proposed this be considered further; seconded by Cllr Rappensberger; all in favour.

*The Chair closed the meeting at 12:11*



Signed: .....

28<sup>th</sup> August 2024