

Lowestoft Town Council
Meeting of the Events and Communications Sub-Committee
Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10.00am on Wednesday 18 December 2024

Minutes

Present: Cllrs Sonia Barker, Neil Coleby, Andy Pearce, Bernie Rappensberger, Nick Webb and Elise Youngman.

In attendance: Christopher Meek (Events and Office Manager) and Michael Winter (Communications and IT Officer).

Public: No members of public were present.

58. Welcome

The meeting was welcomed and the reporting at meetings and fire evacuation procedures were read out.

59. To receive and consider acceptance of apologies absence

Apologies with reasons were given for Cllr Jones and Pitts. Cllr Webb proposed acceptance, seconded by Cllr Pearce, all in favour.

60. Declarations of Interests and Dispensations

60.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda.

Cllr Brooks declared she was a member of Suffolk Wildlife Trust

60.2. To consider written requests for dispensations for interests and note dispensations granted.

None were received.

61. To consider the draft minutes of the meeting on 27 November 2024

Cllr Rappensberger commented that item 52.2 should be amended to change "Friends of Fen Park" to "Lowestoft Community Church". Cllr Pearce proposed acceptance of the minutes following this change, seconded by Cllr Rappensberger, all in favour.

62. Public Forum

62.1. An opportunity for the public to make comments on any matters on this agenda and to consider any advance comments from the public.

There were no comments in advance.

63. Finance

63.1. To monitor expenditure by the sub-committee from its delegated budget.

It was noted that the current end of year figure was £22,496.20 with still some events to still come from that budget.

The Events and Office Manager confirmed that there were still a few invoices to come in from various events and that these were being chased.

64. Events

64.1. To consider any applications for events on Town Council owned land.

None were needing consideration.

Lowestoft Town Council
Meeting of the Events and Communications Sub-Committee
Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10.00am on Wednesday 18 December 2024

64.2. To receive a report of permissions granted for events on Town Council owned land.
 There were no permissions to report on.

64.3. To review and consider the following timetable of events:

Table 1 - Schedule of events

Date	Item
30 November 2024	<p>Christmas Market</p> <p>Cllr Barker thanked everyone for organising this event. Cllr Pearce commented that this was one of the best attended events.</p> <p>The Events and Office Manager reported that the Marina Theatre Community Group wished to thank the sub-committee for their support for their activities which saw an increase in attendance.</p>
27 January 2025	<p>Holocaust Memorial Day 2025 to include Stockholm Convention and Auschwitz Anniversary</p> <p>The Events and Office Manager reported that all the local academy schools would be present at the events. A whole day of events is planned at East Coast Cinema, Lowestoft Railway Station and Kensington Gardens. The East Coast College event will include a musical aspect from volunteers from Norwich Synagogue.</p> <p>Cllr Pearce asked for clarification on timings for the events.</p> <p>The Events and Office Manager confirmed that the East Coast Cinema event will start at 9:45am, followed by the wreath laying at Lowestoft Railway Station from 11am. The Kensington Gardens event will take place at 2:30pm.</p>
2025	<p>Climate Event</p> <p>The Events and Office Manager reported that new alternative dates for this event were being looked at, ensuring that these do not clash with other events taking place. A poll will be sent out with potential dates to all members of this sub-committee and the Climate and Ecological Emergency Committee.</p>
6 February 2025	<p>Boston Pionair Loss</p> <p>Cllr Pearce commented that he was aware that officers were waiting for information from him for plaques.</p>

Lowestoft Town Council

Meeting of the Events and Communications Sub-Committee

Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

10.00am on Wednesday 18 December 2024

Date	Item
8 March 2025	<p>International Women's Day</p> <p>The Events and Office Manager noted that the event in 2024 was well attended and was looking to expand on this groundwork, including promoting the Sports and Development Officer's events. The Events and Office Manager reported that he was speaking to Sam's Café to hold an evening session for local businesses, alongside the Triangle Market hosting a female take-over market.</p> <p>Cllr Pearce asked if Gunton Community Hall would be involved like in 2024. The Events and Office Manager said that they were looking to hold their own event may the Town Council may be able to support.</p>
8 May 2025	<p>VE 2025</p> <p>The Events and Office Manager reported that he was looking at holding an evening event (provisionally 3pm-9pm) but was waiting to hear further guidance from the UK Government on bank holiday plans.</p> <p>Cllr Pearce asked if the Pipe Band who attended the D-Day could be invited. It was confirmed that this was already booked.</p>
21 June 2025	<p>Suffolk Day</p> <p>The Events and Office Manager reported that he will be speaking with Suffolk County Council on how they envisage the day before looking at a potential venue.</p>
June 2025	<p>Lowestoft 10K</p> <p>The Events and Office Manager reported that the Sunday 29th June was the working day for this event. An Event Management Plan will need to go through SAG for review and is being completed by the Sports Development Officer and the Town Council's Health and Safety Advisor.</p>
August 2025	<p>Lowestoft Pride</p> <p>The Events and Office Manager has spoken to local group True Colours on possible dates with a date in July to avoid the Carnival being proposed.</p>

Lowestoft Town Council

Meeting of the Events and Communications Sub-Committee

Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

10.00am on Wednesday 18 December 2024

Date	Item
15 August 2025	VJ 2025 The Events and Office Manager commented that he was looking to organise a smaller event, possibly looking at creating a memorial garden in a suitable location.
23 August 2025	Norfolk and Waveney Mind Wellness Festival It was noted that Norfolk and Waveney MIND are organising this event and that any details for organisations wishing to be involved had been passed on.
12-21 September 2025	Heritage Open Days The Events and Office Manager reported that the Town Hall Heritage team would be leading on the Heritage Skills Market. It was noted that the theme is Architecture.
4 October 2025	Royal Naval Patrol Association 50th Anniversary It was reported that the RNPSA had sent in their thanks for the support for this event. Further details would be received in the new year.
October 2025	Black History Month The Communications and IT Officer confirmed that a general email had been circulated to local schools following the conclusion of this year's event. It was noted that thoughts would be needed for a theme for the next competition.
November 2025	Remembrance Service and Parade Cllr Pearce commented that he was not sure if there were any specific plans to mark the 80 th anniversaries. Cllr Pearce commented that there was a possible idea for a plaque to commemorate the bomb disposal near North Denes. Any details would be passed onto the office.
November 2025	Armistice Day
2026	Civic Event Cllr Barker commented that this was a placeholder event as and when it is needed.

65. Events

65.1. To consider memorial plaque to Vera Brittain.

Lowestoft Town Council

Meeting of the Events and Communications Sub-Committee

Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

10.00am on Wednesday 18 December 2024

Cllr Barker gave some background on Vera Brittain's connection to Lowestoft, linked to her writings about Lowestoft, and commented that this should be commemorated as a plaque. Cllr Pearce commented that this would tie in with a suggestion from another councillor to commemorate those who worked and campaigned for peace.

Cllr Barker said she would do some thinking about a suitable date.

Cllr Coleby commented that there may already be a plaque commemorating Vera Brittain in Lowestoft which would have been installed before the Town Council was formed.

Cllr Pearce proposed officers could explore options for a plaque, contacting the owners of Heather Cliff if needed, seconded by Cllr Barker, all in favour.

65.2. To consider LTC led Youth Event.

Cllr Barker commented that this idea had come from Youth Forum discussions with a Youth Event being used to engage with local people.

Cllr Pearce commented that it would make sense for such an event to be held on a significant day, such as International Youth Day (12th August). It was noted that the Community Partnership were possible holding a two-day games event which is youth-oriented.

Cllr Pearce proposed for officers to have internal discussions on what could be possible. This was seconded by Cllr Barker, all in favour.

The Events and Office Manager said he would speak to the Sports Development Officer to see what was possible. The Communications and IT Officer commented that the Sports Development Officer already had some plans in place, such as Skateboarding sessions and other sports activities, whilst the Town Hall had an engagement plan for youth events, including filmmaking workshops. Cllr Coleby suggested that these could be collated under the banner of Youth Events.

Cllr Barker asked for this to remain on the next agenda for further discussions.

65.3. To consider purchase of Lowestoft Town Council branded gazebo for events.

The Events and Office Manager commented that a new single gazebo with interchangeable sides should be look at for use a different events, with an initial budget of £1500.

Cllr Pearce propose to endorse this recommendation with the £1500 taken from the Events reserve budget. Cllr Coleby suggested that the budget should be upped to £2000 to include display boards and other materials that could be helpful. Cllr Pearce agreed to amend his budget proposal to £2000. The amended proposal was seconded by Cllr Coleby, all in favour.

66. Communications

Lowestoft Town Council
Meeting of the Events and Communications Sub-Committee
Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10.00am on Wednesday 18 December 2024

- 66.1. To receive an update from the Communications Officer regarding advertising and communication strategy.

The Communications and IT Officer reported that the draft plans aimed to reflect conversations that have happened within meetings but any additional comments should be sent to the office for consideration.

Cllr Pearce asked if the budget outlines could be fed to the Finance Manager for the budget discussions.

Cllr Pearce commented that a member of public had asked if there was a way that conversations around topics or themes could be facilitated with real-time feedback to questions. The Communications and IT Officer commented that this is something that he has seen with other councils who have facilitated live video Q&A sessions to answer questions, however this is dependant on councillor and officer availability and ensuring that those taking part are briefed fully.

67. To note development of a Mayoral Handbook, including guidance on Mayoral attendance at events and Consorts

The Communications and IT Officer reported that a Mayoral handbook was being developed with a few details needing to be added. This would offer guidance on the role of the Mayor.

It was confirmed that guidance had been sought on the role of Consorts. The Events and Office Manager read out a passage from "Civic & Ceremonial" which defines the Consort as the Mayor's partner who attends events.

Cllr Pearce commented that he was glad that a Mayoral Handbook was being developed AP glad handbook is being developed and that it should possibly include details on topics that would be difficult for the Town Council to be associated with. Cllr Pearce also commented that he thought the role the Consort plays should be a personal decision between the Mayor of the day and the office.

Cllr Youngman commented that, when she has attended events in her role as Deputy Mayor, she has appreciated being able to choose who to take with her for support, depending upon the context of the event.

The Communications and IT Officer commented that the Mayoral Handbook will include updated language to ensure that the handbook is inclusive to all.

68. To consider reporting of Mayoral attendance of events.

Cllr Barker proposed for a report to be supplied to Full Council each month on the events that the Mayor and Deputy Mayor has attended. Cllr Pearce asked to clarify that the report only needs to be a list of events that have been attended. It was agreed that this would be the case. Cllr Barker's proposal was seconded by Cllr Pearce, all in favour.

Lowestoft Town Council
Meeting of the Events and Communications Sub-Committee
Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10.00am on Wednesday 18 December 2024

- 69. Date of next meeting – Wednesday 22 January 2025 10:00am
- 70. Items for the next Agenda and Close.
- 71. 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.

Meeting closed 12:28

Signed 

22 January 2025