

Lowestoft Town Council
Meeting of the Events and Communications Sub-Committee
Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10.00am on Wednesday 26 February 2025

MINUTES

Present: Cllrs Wendy Brooks, Neil Coleby, Andy Pearce and Bernie Rappensberger.

In attendance: Sarah Foote (Acting Town Clerk) and Michael Winter (Communications and IT Officer).

Public: No members of public were present.

72. Welcome

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

73. To receive and consider acceptance of apologies absence

Apologies with reasons were provided by Cllrs Barker, Pitts and Youngman. Cllr Coleby proposed acceptance of the apologies, seconded by Cllr Pearce, all in favour.

74. Declarations of Interests and Dispensations

74.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda.
None were declared.

74.2. To consider written requests for dispensations for interests and note dispensations granted.
None were received.

75. To consider the draft minutes of the meeting on Wednesday 19 January 2025

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

76. Public Forum

76.1. An opportunity for the public to make comments on any matters on this agenda and to consider any advance comments from the public.
None received.

77. Finance

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

The budget document was displayed in the meeting. It was confirmed that some of the events had some outstanding expenditure before the year-end figure could be finalised.

78. Communications

78.1. To receive committee members responses on Lowestoft Town Council advertising and communication strategy.

The Communications and IT Officer commented that a way forward for this discussion would be to have a workshop sessions involving all councillors and staff, including a questionnaire that is circulated ahead of this. This session could follow an Events and

Lowestoft Town Council
Meeting of the Events and Communications Sub-Committee
Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10.00am on Wednesday 26 February 2025

Communications Sub-Committee meeting with all councillors and staff invited if they wished to attend.

Cllr Brooks proposed to endorse the recommendation to have a communications workshop, seconded by Cllr Pearce, all in favour.

The Communications and IT Officer confirmed that he will finalise the questionnaire to send out ahead of the workshop.

- 78.2. To consider improvements to communications to Councillors.

Cllr Brooks commented that this could form part of the workshop session. The Communications and IT Officer commented that this could be included but wanted thoughts from councillors on how the weekly councillor update email could be improved.

- 78.3. To consider reporting of events attended by the Mayor and Deputy Mayor.

The Communications and IT Officer commented that this has been discussed previously but a decision was needed on the format for this.

Cllr Pearce commented that it should be in a brief table that includes the date, where the event took place and with who, including a short summary of what it was for. Cllr Pearce commented that he was thinking it could go on a council agenda for noting and on the Town Council's website.

Cllr Brooks commented that she would like to see other Town Councillors involved in public communications and press releases. Cllr Pearce commented that the Mayor acts as the civic face of the Town Council and that they talk to the Town Council's agreed position.

The Acting Town Clerk commented that it was policy for the Mayor to talk on behalf of the Town Council. The Acting Town Clerk also commented that, alongside the questionnaire, it would be good to have the relevant communications and media policies circulated to all attending the communications workshop. It was also suggested that the new Mayoral Handbook could include guidance and expectations on communications and reporting on events.

Cllr Pearce suggested that the reporting of mayoral events should be in the form of a table to be presented at Full Council. Cllr Brooks asked if this could be included in Councillor Update. Cllr Pearce commented that this would not allow for any questions or queries to be raised and answered. The Communications and IT Officer suggested that the report could be included in councillor update following Full Council which could answer any questions or queries raised during the meeting.

79. Events

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

Lowestoft Town Council
Meeting of the Events and Communications Sub-Committee
Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10.00am on Wednesday 26 February 2025

The Acting Town Clerk reported that one application had been received by First Light for use of Kensington Gardens. Cllr Brooks commented that she was conscious of what the proposed art installations might be. The Acting Town Clerk commented that more details would be asked for.

Cllr Brooks proposed to approve the application in principal, subject to further information on what the art installations would consist of, with more details brought to the next meeting if further decisions are needed. Cllr Pearce agreed to seconded the proposal with an amendment to include conditions that had previously been put on approval, including the restoration of any damage, that pitches for stalls in Kensington Gardens should be free and the event is free at the point of entry. Cllr Brooks agreed to this amendment. All voted in favour.

Cllr Coleby commented that, in future, councillors could meet with First Light to discuss the theme of any art installations in Kensington Gardens. Cllr Pearce proposed that this idea should be fed back to the applicant for future years, seconded by Cllr Coleby, all in favour.

- 79.2. To receive a report of permissions granted for events on Town Council owned land.
None.
- 79.3. To review and consider the following timetable of events:

Table 1 - Schedule of events

Date	Item
27 January 2025	Holocaust Memorial Day to include Stockholm Convention and Auschwitz Anniversary The Acting Town Clerk commented that a confidential paper had been produced which recommends that this item is deferred. It was agreed by all that this item should be deferred. Cllr Pearce commented that he would like to discuss some points related to this item in confidential session.
6 February 2025	Boston Pionair Loss The Communications and IT Officer reported that this event had been well attended and received positive feedback. Cllr Rappensberger commented on the fantastic turnout and Cllr Pearce noted that the turnout was one of the largest for such an event.

Lowestoft Town Council
Meeting of the Events and Communications Sub-Committee
Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10.00am on Wednesday 26 February 2025

Date	Item
8 March 2025	International Women's Day The Communications and IT Officer reported there were several events taking place to mark International Women's Day, include self-defence classes and a networking session at Sam's Café. It was also noted that the Triangle Market event on Saturday 8th March had limited space available. It was asked if a maximum budget of £700 could be approved to help cover costs of the events. Cllr Pearce proposed approval of the £700 budget. Cllr Brooks commented that she was not happy with the event at Sam's Café and the choice of motivational speaker. Cllr Rappensberger commented that there were organisations raising awareness of domestic abuse taking place. Cllr Pearce asked if the promotional material for the event could be changed to promote and give more emphasis on the charities and organisations taking part. Cllr Brooks agreed that, if this could happen, she would be more in favour. All voted in favour.
6 May 2025	Annual Assembly The Communications and IT Officer reported that, following the last meeting, Waterlane Leisure Centre had been approached and they were providing availability and costs. It was noted that there was no budget allocation agreed for this event. Cllr Pearce proposed a maximum budget of £750 with delegation to staff to spend within that, seconded by Cllr Coleby, all in favour.
8 May 2025	VE 2025 The Communications and IT Officer reported that the sound and stage tender had gone out and that the bookings of performers was going well. Cllr Coleby commented that, due to the COVID pandemic, there were some events that were planned for the 75th anniversary that couldn't take place, including some memorial planting. The Communications and IT Officer commented that this was something being looked at for VJ Day as a smaller event.

Lowestoft Town Council

Meeting of the Events and Communications Sub-Committee

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

10.00am on Wednesday 26 February 2025

Date	Item
21 June 2025	Suffolk Day The Communication and IT Officer reported that a meeting between the four academy schools was being arranged. The academies would be taking part in writing the proclamation. A meeting with the Battery of Ideas team has taken place to organise use of the venue in the morning of 21 st June for the invited guests.
29 June 2025	Lowestoft 10K Sports Race It was reported that the Sports Development Officer had had a site visit with the Trial Manager to ensure the route meets the correct standard. Requests for quotes on traffic management have been sent out with landowner permissions also being sought.
12 July 2025	Lowestoft Pride The Communications and IT Officer reported that plans were progressing well with officers looking at a main event alongside two or three fringe events. A local am-dram group were being engaged with to provide movement sessions whilst officers were also looking at organising Pride-themed Yoga at Kensington Gardens. Cllr Coleby thanked the officers, especially the Events and Office Manager, for organising Pride in Lowestoft and suggested that an event in the future linked to LGBTQ+ History Month in February could be looked at. The Acting Town Clerk commented that the only other event in the table that needed commenting on at this time was the Planet Positive Event.
15 August 2025	VJ 2025
23 August 2025	Norfolk and Waveney Mind Wellness Festival
12-21 September 2025	Heritage Open Days

Lowestoft Town Council
Meeting of the Events and Communications Sub-Committee
Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10.00am on Wednesday 26 February 2025

Date	Item
20 September 2025	Planet Positive The Communications and IT Officer commented that thoughts were needed on an appropriate venue, bearing in mind the possible weather. It was noted that an appropriate indoor and outdoor space would be preferable for this event. Cllr Brooks commented that it would be good to plan for an outdoors event where there was the potential to change to being indoors at short notice. Cllr Brooks commented that Sparrows Nest Gardens was the best venue with the use of a large marquee in the park as a potential undercover venue. It was suggested that this could be left to officers to decide on the suitable location for it. Cllr Coleby suggested that a children's trail could take place on the day, with a marquee being used for talks.
4 October 2025	Royal Naval Patrol Association 50th Anniversary
October 2025	Black History Month
November 2025	Remembrance Service and Parade
November 2025	Armistice Day
2026	Civic Event

80. Events

- 80.1. To receive an update on the memorial plaque to Vera Brittain.

The Acting Town Clerk commented that Cllr Barker was going to give an update on this item. Cllr Rappensberger suggested that this should be looked at the next meeting. Cllr Pearce commented that, as there was already a memorial plaque on the house, thought would need to be given on where any new memorial plaque could be placed.

- 80.2. To receive an update on the Lowestoft Town Council Youth Event.

Cllr Brooks commented that it would be good to have an event that offered something for young people. Cllr Coleby commented that this might be a good opportunity to launch the youth forum.

Cllr Pearce commented that the community partnership is planning to run a gaming convention at the Kirkley Centre and wouldn't want to be duplicating something that is already happening.

Cllr Brooks commented the event could be a fun event for young people in the school holidays, including music. Cllr Pearce asked whether this would be a one-off event or include multiple events. It was commented that the Events and Office Manager and the Sports Development Officer should be asked for their opinions.

Lowestoft Town Council
Meeting of the Events and Communications Sub-Committee
Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10.00am on Wednesday 26 February 2025

Cllr Pearce proposed for officers to look into what options there may be for this event, seconded by Cllr Coleby, all in favour.

Cllr Pearce commented that it might be necessary to look at putting this event on with a partner organisation.

- 80.3. To consider arrangements for award of Freedom of the Town Ceremony.

The Acting Town Clerk reported that the Town Council had resolved to award the Freedom of the Town and that the award was linked to the Marina Theatre. The Acting Town Clerk commented that she had an upcoming meeting with the Marina Theatre and thought that this could be a good opportunity to discuss any arrangements. Cllr Brooks commented that this was a good idea in order to progress this.

- 80.4. To review event application form and any relevant policies in order to inform officer delegations when granting permission for land use and events on Lowestoft Town Council.

The Acting Town Clerk left the meeting at 11:43

The Communications and IT Officer reported that the event application form had been shown to the Town Council's Health and Safety Advisor who had commented that much of its original content should remain in order to safeguard the Town Council against any claims. Officers were reviewing the application form to remove any duplication and to ensure that any details were up-to-date. It was noted that there were a few questions that were needing to be answered on agreed rates which would need to be looked at by the Budget and Loan Working Group.

Cllr Brooks suggested that the East Suffolk Council form could be used as a template and that she would like to see sky lanterns and fireworks prohibited in our events as these are policies put in place by other local authorities. Cllr Pearce commented that the application form should include a statement that any by-laws or regulations against certain activities take precedence.

- 80.5. To consider an invitation from the town of Geesthacht to attend a sports weekend to celebrate the 50th anniversary of the twinning between Geesthacht and Plaisir.

Cllr Brooks commented that this follows on from a visit the Geesthacht by the Mayor. Cllr Rappensberger commented that the information given was limited and that more information was required.

The Communications and IT Officer commented that this was scheduled to take place on the same date as First Light and Suffolk Day which both would want mayoral attendance.

Cllr Pearce asked if there could be an update on plans to progress a twinning with Geesthacht and if there could be more information sent out.

Lowestoft Town Council
Meeting of the Events and Communications Sub-Committee
Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10.00am on Wednesday 26 February 2025

Cllr Brooks suggested that formal correspondence should be sent to the organisers to politely turn down the invitation but to open up communications with the group.

Cllr Coleby proposed to suspend standing orders for 5 minutes at 12:00. This was seconded by Cllr Pearce, all in favour.

81. Date of next meeting – Wednesday 26 March 2025 10:00am

82. Items for the next Agenda and Close.

Cllr Pearce asked if there could be an item on the National Fisherman's Memorial Day event taking place in May.

83. 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 Colby proposed for the meeting to be closed to the public, seconded by Cllr Pearce, all in favour.

The meeting was closed to the public at 12:02.

Cllr Pearce commented that, when the matters raised in the confidential paper on Holocaust Memorial Day have been resolved, future discussions on the event should not just look at the venues used but that there were also matters around staff welfare that should be discussed by Personnel Committee and Full Council.

The meeting was closed at 12:09.

Signed 

26th March 2025