

Lowestoft Town Council
Meeting of the Events and Communications Sub-Committee
Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10.00am on Wednesday 23 April 2025

MINUTES

Present: Cllrs Sonia Barker, Wendy Brooks and Jen Jones

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

Public: No members of public present.

95. Welcome

To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public of the right to report.

96. To receive and consider acceptance of apologies absence

Apologies with reasons were received from Cllrs Pitts, Rappensberger and Webb. Cllr Jones proposed acceptance, seconded by Cllr Brooks; all in favour.

97. Declarations of Interests and Dispensations

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

Cllr Barker reminded the members to raise an interests if they came up during the meeting.

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

None were received.

98. To consider the draft minutes of the meeting on Wednesday 26 March 2025

Cllr Jones proposed acceptance of the minutes, seconded by Cllr Barker. There were two votes in favour with one abstention.

99. Public Forum

99.1. 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 had asked to speak about item 103.1 on the agenda via the webinar however they were not present. It was agreed that item 103.1 could be brought forward when the member of public was present.

100. Finance

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

The budget spreadsheet was displayed. It was noted that the budget reflected the position for the start of the new financial year.

Cllr Brooks asked for clarification on the Rock n Roll event budget line. The Events and Office Manager clarified that this money was used towards the Suffolk Day event.

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101. Communications

- 101.1. To receive an update from Communications Officer regarding the Lowestoft Town Council website.

The Communications and IT Officer reported that the new website was near completion and would be rolled out at for the new Civic Year, possibly around the start of June following some final updates.

Cllr Barker asked if there would be training given to Councillors on the new website. The Communications and IT Officer commented that this would not be necessary for Councillors.

Cllr Brooks asked if the way for Councillors to access agendas and meetings papers, especially those marked confidential, could be simplified. The Communications and IT Officer confirmed that this would be rectified when the Decisions software for creating agenda packs comes live, which is hoped to happen at the same time as the website launching. For the public, the new software would create a public agenda pack which would include the agenda and meeting papers in one place.

- 101.2. To note how communications strategy will be progressed via the forthcoming Town Council Business Plan.

The Communications and IT Officer reported that, as the Town Council had agreed to work on creating a new Business Plan, it would be good to create the Communications Strategy in tandem as many of the initial questions are the same. It is hoped that this would involve more councillors in the workshops.

102. Events

- 102.1. To note attendance at events of the Mayor/Deputy Mayor.

Cllr Barker commented that it would be helpful if there was a list for the new civic year to highlight what events had been attended over the past year. Cllr Brooks commented that more rationale about the reason why the Mayor attended some events but was not present at all major events in the Town. Cllr Barker commented that the Mayor could only attend events when invited and could not self-invite.

Cllr Barker proposed for an information update on Mayor attendance. This was seconded by Cllr Jones; all in favour.

- 102.2. To consider any applications for events on Town Council owned land.
None needed consideration.

- 102.3. To receive a report of permissions granted for events on Town Council owned land.
The Events and Office Manager reported that permissions had been given to the Friends of Fen Park, First Light Festival and Catch 22 for events.

- 102.4. To review and consider the following timetable of events:

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Table 1 - Schedule of events

Date	Item
6 May 2025	Annual Assembly The Communications and IT Manager confirmed the venue was Whitton Residents Hall with a Community Group information session starting at 6pm, followed by the meeting at 6:30pm. The agenda would be going out this week following the confirmation of a presentation title. Cllr Brooks commented that Whitton Residents Hall was a difficult venue to get to. It was reported that other venues were looked at but their accessibility and size was an issue.
8 May 2025	VE 2025 The Events and Office Manager reported that the event would run from 3pm-9:30pm and include a range of stallholders and live music. The event would close with the lighting of the beacon. The day would start with the raising of the Union Flag outside the RNPSA at 9am. It was noted that there were several committee meetings taking place on the day.
21 June 2025	Suffolk Day The Events and Office Manager reported that a workshop with local academy schools was taking place next week to work on the proclamation. The event itself would start at 9:30am with a greeting from Lady Clare. The Suffolk Chamber Orchestra would be playing a selection of Suffolk-themed music and there would be the awarding of Suffolk Medals with three of the five awardees having a Lowestoft connection. Following the main event, there would be a light reception at the Battery of Ideas for invited guests and dignitaries.
29 June 2025	Lowestoft 10K The Events and Office Manager reported that arrangements were progressing well with quotes for Traffic Management being sourced. The Event Management Plan was in the process of being submitted in the coming days.
12 July 2025	Lowestoft Pride The Events and Office Manager reported that the event would be taking place from 12-8pm. A few fringe events were also being organised, in collaboration with local groups, in the build up to the main event.

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15 August 2025	VJ 2025 The Events and Office Manager commented that this sub-committee had previously agreed that VJ Day would be a smaller event compared to VE Day. A further update would be given at the next meeting.
23 August 2025	Norfolk and Waveney Mind Wellness Festival The Events and Office Manager reported that the organisers and Norfolk and Waveney Mind would be sending out “save the date” comms in the coming months.
12-21 September 2025	Heritage Open Days Cllr Brooks commented that East Suffolk Council are providing grant funding of up to £500 for HODs events and asked if the office could make local organisations aware. The Events and Office Manager reported that many were already aware and had applied. It was noted that the Town Hall Project are organising a Heritage Skills Market event on Saturday 13th September.
20 September 2025	Planet Positive The Events and Office Manager reported that quotes were being sought for tent coverings to cover Sparrows Nest Gardens. One option had been received with further quotes being looked at. Cllr Brooks commented that she had contact with various groups who should be invited to take part. The Events and Office Manager asked for any details to be shared with the office.
4 October 2025	Royal Naval Patrol Association 50th Anniversary The Events and Office Manager commented that no details had been shared with the organisers other than confirming that the event would start in Belle Vue Park and then move down to Sparrows Nest Gardens.
October 2025	Black History Month The Communications and IT Officer reported that initial communications had gone out. A steer on the theme was needed in order to provide the schools with further details. Cllr Brooks commented that the awards event could be enhanced with live music and buffet refreshments.

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November 2025	Remembrance Service and Parade It was noted that there was currently no update. It was agreed that the rest of the events would be deferred to the next meeting.
November 2025	Armistice Day
27 January 2026	Holocaust Memorial Day
8 March 2026	International Women's Day
2026	Civic Event

103. Events

- 103.1. To receive an update from the organisers of “Friday 4th July Beach Clean Event with Schools and the United Kingdom Environmental Law Association”.

As the member of public was not present, it was agreed that this item would be deferred to the next meeting.

- 103.2. To receive an update from Communications Officer regarding Vera Brittain Plaque.

The Communications and IT Officer reported that they had had a site visit with Cllr Barker on Gunton Cliff, looking at options for an information panel to augment the information already on a green roundel. Discussions on suitable locations were needed with the Grounds Maintenance Team.

Cllr Brooks commented that Vera Brittain was one of many notable people who lived on Gunton Cliff so it might be an idea for the information board to celebrate these significant people. Local historians could be asked to contribute information.

Cllr Barker asked if costs could be looked into and the practicality of having an information board looked at, considering accessibility.

- 103.3. To receive an update on the provision of children's entertainment in our Parks.

The Events and Office Manager reported that the theatre event was confirmed for Tuesday 5th August in Fen Park. With the weekly Summer family activities, details were being finalised as there were a few potential issues with Normanston Park being a venue.

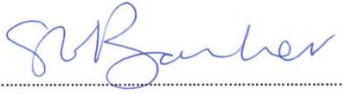
- 104. Date of next meeting – To be confirmed.**

- 105. Items for the next Agenda and Close.**

- 106. 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.**

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Meeting closed 11:25

Signed 

25 June 2025