

Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend a **Events and Communications Sub-Committee** meeting of Lowestoft Town Council, which will be held at **Hamilton House, Battery Green Road, Lowestoft, NR32 1DE** at **10:00 AM** on **Wednesday, July 23, 2025**.

The meeting is held in accessible premises and open to the public and press to attend.

Those attending shall be informed that the meeting may be reported on (including recording, photographing and filming). This does not apply to confidential items. Comments can also be submitting regarding any item on the agenda in advance of the meeting. Members of the public can join the meeting remotely via [Teams](#). The meeting can also be observed via [YouTube](#).

In providing any comments members of the public accept that, where they are suitable, they may be considered at the meeting and published in our minutes. Any individual submitting the comments should ensure that their name, address and contact details are included in their communication and should note that anonymous submissions will not be accepted. Members of the public accept that their name may be noted and recorded at the meeting. However, their contact details will not be noted and reported publicly.

Councillors must register relevant interests and declare them at a meeting if they have such an interest in a matter to be considered. Under the Localism Act 2011, a councillor with relevant interests in matters on the agenda cannot take part or vote on those matters, unless they have been granted a dispensation. Under the Council's Code of Conduct, a councillor must leave the meeting room if they have such an interest, unless they have been granted a dispensation. There may be other interests or matters in which councillors might be considered to be biased or predetermined in which case they will need to consider whether they should leave the room.

The Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity as part of relevant decisions.

S. L. Foote

.....
Sarah Foote, Acting Town Clerk and Responsible Financial Officer
16 July 2025

Lowestoft Town Council
Events and Communications Sub-Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
10:00 AM on Wednesday, July 23, 2025

AGENDA

14 Welcome

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

15 To receive and consider approval of apologies for absence

16 Declarations of Interests and dispensations

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

16.2 To consider written requests for dispensations for interests and note dispensations granted

17 To consider the draft minutes of the meeting on 25 June 2025

18 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.

19 Finance

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

20 Communications:

20.1 To consider the purchase of and maximum budget for an annual subscription to "Canva"

#budget

20.2 To note the introduction of a monthly IT drop-in for Councillors

21 Events

21.1 To note attendance at events of the Mayor/Deputy Mayor

Lowestoft Town Council
Events and Communications Sub-Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
10:00 AM on Wednesday, July 23, 2025

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

21.3 To receive a report of permissions granted for events on Town Council owned land.

21.4 To review and consider the following timetable of events:

Date	Item
29 June 2025	Lowestoft 10K
12 July 2025	Lowestoft Pride
15 August 2025	VJ 2025
23 August 2025	Norfolk and Waveney Mind Wellness Festival
12-21 September 2025	Heritage Open Days, including the Heritage Skills Market and Blitz Walking Tour on 13th September 2025
20 September 2025	Planet Positive
4 October 2025	Royal Naval Patrol Association 50th Anniversary
October 2025	Black History Month
9 November 2025	Remembrance Sunday and Parade
11 November 2025	Armistice Day
27 January 2026	Holocaust Memorial Day
8 March 2026	International Women's Day
2026	Civic Event

21.5 To note the Lowestoft Town Council Summer Activities programme

21.6 To consider holding an annual Mayor's Ball

22 To receive an update on the information board for Gunton Cliff featuring Vera Brittain and other notable people

23 Date of next meeting
Wednesday 27 August, 10am

24 Items for the next agenda and close

Mayoral Attendance at Events

Period Covered: June /July 2025

Date of Event	Organisation	Mayor or Deputy Mayor?
29/06/2025	Lowestoft 10K	Mayor
01/07/2025	SALC 75 Years Bury St Edmunds	Mayor
04/07/2025	Lowestoft Beach Clean	Mayor
06/07/2025	Hearts Milk CIC Waterlane Leisure Centre	Mayor
11/07/2025	Ivy House Taste the World	Mayor
12/07/2025	Oulton Broad Transport event	Deputy Mayor
12/07/2025	Lowestoft Pride	Deputy Mayor
17/07/2025	Carlton Colville Scouts	Mayor
18/07/2025	Oulton Broad Powerboat Racing	Deputy Mayor