

Lowestoft Town Council
Events and Communications Sub-Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Wednesday 17 December 2025 AT 10:00 AM

MINUTES

Present: Cllrs Wendy Brooks (from 10:16), Andy Pearce, John Pitts and Nick Webb (Deputy Chair)

Also in attendance: Christopher Meek (Events and Office Manager) and Michael Winter (Communications and IT Officer)

Public: One member of public present (Representative from the Lowestoft Central Project)

72 Welcome

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

73 To receive and consider approval of apologies for absence

Apologies with reasons were given by Cllrs Barker, Begum, Coleby and Rappensberger. It was also noted that Cllr Moore had resigned from this Sub-Committee.

Cllr Pearce proposed acceptance of the apologies, seconded by Cllr Webb, 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

Cllr Webb declared that he was Vice-Chair of the local branch of the Royal British Legion.

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

None were received

75 To consider the draft minutes and confidential note of the meeting on 26 November 2025

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

76 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.

It was agreed to move the Holocaust Memorial Day (HMD) event forward for the member of public.

The Events and Office Manager commented that this was an opportunity to finalise arrangements for the event and to work out how the Town Council could collaborate with the Railway Station.

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The member of public commented that the Railway Station in Lowestoft has a strong link with the Holocaust due to its connections with the Kindertransport. The Parcels Office has a capacity of 100 with 50 seated and 50 standing and they would be happy to provide complimentary refreshments. It was requested that the Parcels Office was informed of the Town Council's requirements for the day and that a risk assessment was provided.

Cllr Brooks arrived at the meeting at 10:16

The Events and Office Manager confirmed that a framework for the event had been circulated as a meeting paper. Once this was agreed, the requirements and risk assessment could be finalised.

The member of public suggested that any media, such as posters and press releases, should be agreed in advance and that the use of the Parcels Office should be credited as "run by the Lowestoft Central Partnership free of charge with sponsorship by the Wherry Lines Community Partnership".

Cllr Pearce commented that he was happy with the proposals.

Cllr Brooks asked if the Town Council should offer to pay for the hire of the room. The member of public commented that their ethos was for no room hire fees unless this was a commercial enterprise.

It was agreed that the suggestions of the member of public should be carried forward and that the final details could be confirmed by officers and the venue team.

The member of public left the meeting at 10:31

77 Finance

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

It was commented that the budget line for Remembrance and Holocaust should be separated.

78 Communications

78.1 To review communications from 2025 and consider future plans

The Communications and IT Officer commented that, as part of the Business Plan, this Sub-Committee needed to review the communications tools of the Town Council. A table had been prepared for Councillors to complete.

It was commented that Councillors should look at adding their comments and then bring these to a workshop session in the new year.

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79 Events

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

The events attended were noted.

Cllr Brooks raised that she thought the Mayor should have worn the full mayoral robes for the awarding of the Freedom of the Town and that this agenda item should allow for discussion on the Mayoral events.

It was noted that Officers currently have delegation to agree on events attended by the Mayor.

Cllr Webb suggested that an item could be on the next agenda to discuss when the mayoral robes should be worn.

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

There were no applications to consider.

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

A carol service and Christmas tree installation took place at Gainsborough Drive Pond in early December.

Cllr Pearce declared himself a member of Gunton Residents Association who organised the event.

79.4 To review and consider the following timetable of events for the remainder of the 25/26 civic year:

Date	Item
21 December 2025	Santa Dash 2025
It was commented that this event had been well promoted.	
27 January 2026	Holocaust Memorial Day
Some of the arrangements for this event were discussed in public forum with the event framework still to be agreed.	
Cllr Brooks commented that she was not happy that councillors were not included as speakers for the event. Cllr Pearce agreed that councillors that wished to speak should be included. The Events and Office Manager commented that the aim was to safeguard the councillors in the current climate. Cllr Brooks responded that she thought not having councillors speak would send the wrong message.	

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The Events and Office Manager briefly left the meeting at 11:08

Cllr Pitts commented that he thought councillors should be allowed to speak, even if the speeches are vetted by the office.

The Events and Office Manager returned to the meeting at 11:12

Cllr Pearce proposed that any councillors that would like to offer a speech should be able to do so and that the staff can raise any concerns with councillors on their speech content. This was seconded by Cllr Pitts, all in favour.

The Communications and IT Officer commented that any councillor wishing to speak should let the office know so that this could be factored into the event plan so that timings could be taken into account with the set-up of the two different events on the day.

4 March 2026	International Women's Day
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The Events and Office Manager commented that the event was looking to coincide with the Sports Development Officer's women-only circuit training sessions at Whitton Hall. Cllr Brooks commented that it would be good to look at having a film screening in the afternoon.

Cllr Pearce proposed a budget of £1500 with delegation to staff, seconded by Cllr Brooks, all in favour.

79.5 To consider the events for the 26/27 Civic Year and propose budgets:

Date	Item
16 May 2026	Wild Lowestoft - Climate Events
The Events and Office Manager reported that there was a consensus for the Town Centre to be used for wider exposure and engagement with this event. Cllr Brooks commented that she would prefer for the event to take place at either Sparrows Nest Gardens or the Triangle Market.	
The Events and Office Manager commented that a decision was needed so that stakeholders and schools could be approached to offer support. It was also noted that there were space constraints at the Triangle Market.	
Cllr Pearce proposed for the Town Centre to be used, with pro-active communications to encourage attendance, seconded by Cllr Brooks, all in favour.	
14 June 2026	Lowestoft 10K
11 July 2026	Lowestoft Pride
July - August 2026	Summer Activities
11-20 September 2026	Heritage Open Days 2026 (including Heritage Skills Market - 12th September)
October 2026	Black History Month
3 October 2026	Royal Naval Patrol Service Association Commemorative Event

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8 November 2026	Remembrance Sunday
11 November 2026	Armistice Day
22 November 2026	Benjamin Britten Day
The Communications and IT Officer commented that, with budget setting needed, the Benjamin Britten event currently has no set budget.	
Cllr Pearce proposed to recommend a budget of £5000, seconded by Cllr Webb, all in favour.	
2027	Civic Event

79.6 To consider a report from Norfolk and Waveney MIND from their Festival of Kindness and to consider next steps

Cllr Brooks commented that she thought the report was fair.

Cllr Pearce proposed a budget of £5000 to be included to support this event, seconded by Cllr Brooks, all in favour.

79.7 To consider a report on themed markets events 25/26 and consider next steps

A report outlining options for the future of the Triangle Market was circulated.

Cllr Brooks commented that the Heritage Skills Market was the most popular alongside family events. Cllr Brooks also commented that there was a potential issue around the layout of the area.

Cllr Pearce commented that there were planning constraints on the layout of the market area.

The Events and Office Manager commented that NABMA had been approached for advice.

Cllr Brooks suggested that a circular bus could be hired for themed markets to encourage attendance. It was suggested for officers to look at the feasibility for this.

Cllr Pearce proposed for a £4000 budget for external consultants to write a report on the future of the market, seconded by Cllr Brooks, all in favour.

79.8 To consider holding a Covid-19 commemorative event as part of a national event on Sunday 8 March

The Events and Office Manager reported that this information had been circulated to all parish and town councils from the UK Government. It was noted that the date coincided with International Women's Day.

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Cllr Pearce commented that he was supportive in principal but would like to know if there had been any resources sent out by the UK Government.

Cllr Pearce proposed to defer this item to the next meeting, seconded by Cllr Webb, all in favour.

Cllr Pearce proposed to suspend Standing Order 3Y for five minutes at 12:00, seconded by Cllr Webb, all in favour.

80 To receive a proposed timeline for the commissioning of heritage plaque

The Events and Office Manager confirmed that the timetable had been seen by the Heritage Focus Group.

Cllr Pearce proposed to endorse the recommendations, seconded by Cllr Webb, all in favour.

81 Date of next meeting and reports

Wednesday 28 January 2025 10:00am

82 Items for the next agenda and close

83 Admissions to meetings

To resolve 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, namely any legal and employment issues relating to the matters on this agenda.

The meeting was closed at 12:02



Signed:

28 January 2026