

Lowestoft Town Council
Events and Communications Sub-Committee
Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
Wednesday 28 January 2026 AT 10:00 AM

MINUTES

Present: Cllrs Sonia Barker (Chair), Wendy Brooks (arrived at 10:04), Andy Pearce, Nick Webb, Neil Coleby

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

Also in attendance: No members of public were present.

84 Welcome

The fire evacuation procedure and the public right to report was explained and the meeting was welcomed.

85 To receive and consider approval of apologies for absence

Apologies with reasons were provided by Cllrs Begum, Rappensberger and Pitts. Cllr Pearce proposed acceptance of the apologies, seconded by Cllr Webb, all in favour.

86 Declarations of interests and dispensations

86.1 To receive declarations of disclosable pecuniary, other registerable and non-registerable interests from councillors on items on the agenda

Cllr Barker declared that she was the Town Council's representative on the First Light Steering Committee.

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

None were received.

Cllr Brooks joined the meeting at 10:04

87 To consider the draft minutes and confidential note of the meeting on 17 December 2025

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

88 Public forum

It was noted that some comments had come in but these would be looked at during the appropriate agenda item.

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89 Finance

The budget spreadsheet was displayed and noted.

90 Communications

90.1 To review the Town Council's Communications Tools

The Communications and IT Officer reported that a workshop had been arranged for all Councillors to attend. The outcomes of this workshop would then be collated and presented to this sub-committee at its next meeting.

91 Events

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

The list of events attended was noted.

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

The Events and Office Manager reported that an application had been received from First Light Festival to use Kensington Gardens in June. It was understood that there may be a change to the approach for collecting fees in the area.

Cllr Pearce commented that this would be a new development as a condition of approving the use of Kensington Gardens in the past has been that there are no pitch fees.

Cllr Pearce proposed for the application to be accepted in principal, with the same conditions as previous years attached, including no charge to the public or to stalls, remedial works are carried out and a site visit is organised between the organisers and officers. This was seconded by Cllr Barker, all in favour.

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

The Events and Office Manager reported that Essex and Suffolk Water would be using several parks owned by Lowestoft Town Council for outreach work.

91.4 To review and consider the following timetable of events:

Date	Item
21 December 2025	Santa Dash 2025
Notes of thanks were shared to the Grounds Staff and Councillors who helped with the event, and to the Sports Development Officer for organising.	
Cllr Coleby mentioned that the Town Council should look at an event to mark International Day Against Homophobia, Biphobia and Transphobia (IDAHOBIT) Day.	

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The Communications and IT Officer reported that the event raised over £1000 for the Food Bank. Cllr Brooks commented that it would be good to look at ways the event could raise more money.

Cllr Pearce proposed for this event to become an annual event, seconded by Cllr Barker, all in favour.

27 January 2026	Holocaust Memorial Day
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Cllr Barker thanked officers for organising this event. It was noted that the Primary School did not attend the afternoon event due to the adverse weather.

Cllr Brooks thanked the Key Speaker from “Generation 2 Generation” and the schools who attended in the morning.

Thanks was also extended to the Grounds Team for their support in preparing the Holocaust Memorial Bed in Kensington Gardens.

4 March 2026	International Women's Day
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The Events and Office Manager reported that he had had a conversation with a local boxing provider who would be able to provide something that compliments the Sports Development Officer’s Circuit Training, whilst also looking to expand on the speaker event from last year.

Cllr Brooks commented that there may be ways for encouraging local businesses to apply for funding to help promote any activities, events or actions they are taking for International Women’s Day. Cllr Pearce commented that he supported this idea but noted that the timings would not allow for any grant applications to be submitted in time for the next Finance and Governance Committee. It was suggested that this Sub-Committee could set aside a pot of money with a delegation to staff to support this initiative.

Cllr Pearce proposed for a maximum pot of £1500 from the Events Budget with a delegation to staff to consider any applications, including risk assessments and safeguarding, with a view of publicising any events. This was seconded by Cllr Brooks, all in favour.

The Communications and IT Officer queried what the maximum amount of grant funding per application would be. It was agreed that £200 per event would be the maximum.

16 May 2026	Wild Lowestoft - Climate Event
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The Events and Office Manager reported that he had recently been on a site visit with Lowestoft Vision to discuss the use of the Town Centre. Good feedback from local organisations interested in taking part had been received.

Cllr Brooks asked if it would be possible to support Lowestoft Vision in creating new planters for the area. It was suggested that this aspiration should be relayed to Lowestoft Vision with discussion on whether this was a temporary or permanent fixture.

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14 June 2026	Lowestoft 10K
The Events and Office Manager reported that the Sports Development Officer was looking to increase the numbers of participants due to demand last year. It was noted that sponsorship packages were now available. Cllr Pearce asked if could be checked whether a delegation was in place for any upfront costs to be spent.	
11 July 2026	Lowestoft Pride
It was noted that the Lowestoft Pride event in 2025 had been shortlisted for the EAFN Festival Awards 2025.	
July - August 2026	Summer Activities
It was noted that additional events for Fen Park were being looked at.	
11-20 September 2026	Heritage Open Days 2026
It was noted that this was being organised by the Town Hall Project Team with discussions and bookings already underway.	
October 2026	Black History Month
It was commented that no national theme had been decided yet. Cllr Brooks commented that it would be good to get some engagement from local secondary schools, especially as they engage well with other commemorative events. Various ideas were discussed, including offering to lead assemblies. It was agreed that these should be explored further.	
3 October 2026	Royal Naval Patrol Service Association Commemorative Event
It was noted that this event would be smaller than last years. It was agreed that the rest of the events timetable could be deferred.	
8 November 2026	Remembrance Sunday
11 November 2026	Armistice Day
22 November 2026	Benjamin Britten Day
2027	Civic Event

91.5 To consider arrangements for holding the Annual Assembly on Tuesday 10 March, and any budget requirements

A briefing paper of venue options was circulated.

Cllr Brooks commented that she was not convinced that the Battery of Ideas was a good location, and would prefer to see the Library used. The Events and Office Manager

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commented that the Library did not have a suitable room for holding a large meeting and information stalls. It was noted that work would be needed to make the Battery of Ideas look warm and welcoming, as it did for the Suffolk Day event.

Cllr Peare proposed to endorse the staff recommendation for the venue, alongside a maximum budget of £1500, seconded by Cllr Webb. Four voted in favour with one against.

91.6 To consider arrangements for awarding the Freedom of the Town following the Full Council decision in September 2025 (some aspects may be confidential)

It was agreed to discuss this item in confidential.

91.7 To note the arrangements for the Wellness Festival in 2026

The Events and Office Manager reported that Norfolk and Waveney MIND had been in touch to advise that they would not be able to organise the event this year due to a change in their outreach strategy.

Cllr Pearce propose for officers to look at the feasibility for organising this event in-house, seconded by Cllr Coleby, all in favour.

91.8 To consider support for a Lowestoft photo exhibition

Cllr Brooks asked for confirmation on whether this was for an individual or for a group of people. It was confirmed that this was for an individual.

Cllr Brooks proposed to support the event with a maximum budget of £500, seconded by Cllr Pearce, all in favour.

91.9 To consider supporting and promoting the world book day "national year of reading" campaign in the high street

The Communications and IT Officer commented that this as a national campaign and that the commitment would be to fund resources that could be positioned in local shops to encourage families to explore the town. It was noted that the trail would start at the beginning of February Half Term and run for several weeks.

Cllr Pearce proposed to endorse the staff recommendation with the £500 coming from the Events Budget, seconded by Cllr Coleby, all in favour.

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

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The Communications and IT Officer commented that this Sub-Committee had previously looked at asking the residents of Gunton Cliff for their opinion on notable people that could be including, following suggestions already received by the Heritage Focus Group.

Cllr Brooks suggested that it would be better to stick to the original idea of an information board focusing just on Vera Brittain. The Communications and IT Officer commented that there could be a risk of the information board becoming a list of names rather than giving any information.

Cllr Pearce proposed to return to the original idea of creating an information board for Vera Brittain, with consideration given to suitable locations, seconded by Cllr Barker, all in favour.

93 To consider progression of the heritage plaque programme for 2026/27

The Events and Office Manager reported that there were concerns around the location for the first plaque in the schedule due to finding a suitable place to put the plaque, especially considering the amount of words on the plaque. Cllr Pearce commented that this is something that the Heritage Focus Group should look at as this was a sensible concern.

Cllr Pearce proposed to give a delegation to officers to have a conversation with the Heritage Focus Group to discuss the text and location, seconded by Cllr Coleby, four voted in favour with one abstention.

Cllr Pearce commented that officers should raise any comments on practicality for future plaques with the Heritage Focus Group.

Cllr Brooks commented that she had been approached by a member of public around having a plaque to honour Robert Hook. It was commented that this request should be submitted to the office.

94 Date of next meeting and reports

Wednesday 25 February 2026 10:00am

95 Items for the next agenda and close

Cllr Barker asked for an item on the use of mayoral robes and regalia

96 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.

Cllr Coleby proposed the meeting be moved into confidential session, seconded by Cllr Webb, all in favour.

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The Chair closed the meeting to the public and moved into confidential session at 11:57

Cllr Coleby proposed to suspend Standing Orders 3Y by 15 minutes, seconded by Cllr Webb, all in favour.

Item 91.6

The Events and Office Manager commented that a decision was needed on whether there would be one event or two for the different recipients. Cllr Pearce proposed for the awarding to take place during one event, seconded by Cllr Coleby, all in favour.

Cllr Brooks proposed Sparrows Nest Gardens as a suitable venue, seconded by Cllr Pearce, all in favour.

It was agreed that officers should look at arranging a suitable date.

The meeting was closed at 12:08



Signed:
22 April 2026