

Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend a **Events and Communications Committee** meeting of Lowestoft Town Council, which will be held at **Hamilton House, Battery Green Road, Lowestoft, NR32 1DE** at **10:00** on **Wednesday, June 3, 2026**.

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 submitted regarding any item on the agenda in advance of the meeting.

Members of the public can join the meeting remotely via the following link: [Teams Link](#). The meeting can also be observed via YouTube on the following link:

<https://youtube.com/live/VSfiuOMmRBQ>.

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

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Sarah Foote, Town Clerk
28 May 2026

Lowestoft Town Council
Events and Communications Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
10:00 on Wednesday, June 3, 2026

AGENDA

1 Welcome

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

2 To receive and consider approval of apologies for absence

3 Declarations of Interests and dispensations

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

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

4 To consider the draft minutes of the meeting of the Events and Communications Sub-Committee on 22 April 2026

5 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.

6 To review and adopt Committee arrangements:

6.1 To note the membership of the Events and Communications Committee

6.2 To appoint the Deputy Chair of the Events and Communications Committee

6.3 To note the Terms of Reference

6.4 To agree the meeting schedule

6.5 To review the delegations of this Committee

7 Finance

To monitor expenditure by the committee from its delegated budget.

Lowestoft Town Council
Events and Communications Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
10:00 on Wednesday, June 3, 2026

8 Communications

8.1 To consider a programme of Community Engagement Events

9 Events

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

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

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

9.4 To review and consider the following timetable of events (some matters may be confidential):

Date	Item
16 May 2026	Wild Lowestoft - Climate Event
17 May 2026	International Day against Homophobia, Biphobia and Transphobia (IDAHOBIT) Day
12 June 2026	Awarding of Freedom of the Town Ceremony
14 June 2026	Lowestoft 10K
11 July 2026	Lowestoft Pride
July - August 2026	Summer Activities
30 August 2026	Sports and Wellness Festival
11-20 September 2026	Heritage Open Days 2026
October 2026	Black History Month
3 October 2026	Royal Naval Patrol Service Association Commemorative Event
8 November 2026	Remembrance Sunday
11 November 2026	Armistice Day
17 November 2026	Benjamin Britten Day

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13 December 2026	Santa Dash
27 January 2027	Holocaust Memorial Day
2027	Civic Event

10 Date of next meeting and reports

Wednesday 1st July, 10am

11 Items for the next agenda and close

12 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.

Lowestoft Town Council
Events and Communications Sub-Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Wednesday 22 April 2026 AT 10:00 AM

MINUTES

Present: Cllrs Sonia Barker, Wendy Brooks, Neil Coleby, Andy Pearce, Bernie Rappensberger, and Nick Webb

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

Also in attendance: No members of public were present.

97 Welcome

The meeting was welcomed and the fire evacuation procedure and public rights to report were read out.

98 To receive and consider approval of apologies for absence

Apologies with reasons were received from Cllrs Begum and Pitts. Cllr Pearce proposed acceptance, seconded by Cllr Coleby, all in favour.

99 Declarations of interests and dispensations

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

Cllr Pearce declared that he was a member of LADIA who had a connection to the meeting paper submitted for item 106.8.

Members were encouraged to declare any interests should they come up.

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

None were received.

100 To consider the draft minutes of the meeting on 28 January 2026

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

101 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 noted that a member of public had submitted the paper for consideration at item 106.8. It was agreed that this could be considered at the agenda item.

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Events and Communications Sub-Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Wednesday 22 April 2026 AT 10:00 AM

102 Finance

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

The latest budget was displayed and noted.

103 To consider implementation of the objective of the Business Plan pertinent to this sub-committee

Cllr Pearce commented that the work of the Town Council with regards to engagement with the community should be built upon with the current practices becoming bedded into common practice. Cllr Coleby commented that engagement events should take place around the town. Cllr Brooks commented that she had taken part in a Councillor Drop-In session with Cllr Ray at the Triangle Market which was well received. It was commented that thought was needed on how to engage with different communities.

The Events and Office Manager commented that some efforts to engage with different communities had taken place.

Cllr Pearce commented that it may be a thought to work with organisations who were already working with “harder-to-reach” groups.

Cllr Coleby suggested that early engagement with the new unitary council on how they are planning to engage with the people of Lowestoft.

The Events and Office Manager temporarily left the meeting at 10:23, returning at 10:24.

Cllr Barker suggested that this should be revisited in the new civic year.

104 To review the Risk Register, consider the relevant risks and ensure implementation of the control measures

The Events and Office Manager report that he had undertaken extensive training on Martyn’s Law to address any changes that may need to be made to events. It was confirmed that any considerations for events would be fed back to the committee.

105 Communications

105.1 To review the outcomes of the Communications Tools Workshop and to consider any recommendations and actions

The Communications and IT Officer had prepared a meeting paper following the workshop that took place in February 2026. The meeting paper included a number of recommended actions for consideration.

Cllr Brooks commented about the use of the Town Council’s noticeboards and how the Triangle Market seating area board could be used to promote Town Council events.

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The Events and Office Manager suggested that each councillor could take responsibility for a different noticeboard each.

Cllr Coleby suggested that new, event-focused noticeboards could be looked at in high footfall areas, such as on the fencing at Kensington Gardens and Sparrows Nest Gardens.

Cllr Brooks proposed for councillors to take on responsibility for certain noticeboards with material provided by officers on a monthly basis. This was seconded by Cllr Pearce, five voted in favour with one abstention.

The Communications and IT Officer commented that he would provide a list of noticeboards for councillors to offer taking responsibility for.

106 Events

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

A paper outlining events that had been attended by the Mayor and Deputy Mayor.

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

No applications need consideration.

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

Permissions had been given to Catch22 for use of Gunton Community Park from 20th April-19th October, and Friends of Fen Park for use of Fen Park from 17th June-26th August.

106.4 To review and consider the following timetable of events:

Date	Item
8 March 2026	International Women's Day
Cllr Brooks commented that there was a good number of applicants and that this should be the model for reaching out to different members of the community. The Events and Office Manager reported that, due to the collapse of a local charity, some applicants had to cancel their events.	
10 March 2026	Annual Assembly
The Events and Office Manager reported that there were a higher number of people in attendance than previous years, and that different organisations also attended. Positive feedback was reported by councillors and some of the organisations who attended.	

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Events and Communications Sub-Committee
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Wednesday 22 April 2026 AT 10:00 AM

<i>Cllr Brooks left the meeting at 11:02</i>	
16 May 2026	Wild Lowestoft - Climate Event
The Events and Office Manager reported that London Road North would be the main venue to help increase engagement, with events also taking place at Lowestoft Library and Marina Theatre <i>Cllr Brooks returned at 11:04</i> The Events and Office Manager reported that there had been positive engagement with stakeholders. The Lowestoft Job Centre were also planning to hold an event on 13th May to showcase jobs in the environmental sector.	
12 June 2026	Awarding of Freedom of the Town Ceremony
It was noted that invitations for this event would be circulated following the Wild Lowestoft Event.	
14 June 2026	Lowestoft 10K
It was reported that plans for the event were going well with the tickets selling out in under two days.	
11 July 2026	Lowestoft Pride
The Events and Office Manager reported that various stakeholders had been contacted to support this event.	
July - August 2026	Summer Activities
The Events and Office Manager reported that several events were being organised, including the Thursday family events at Sparrows Nest Gardens, activities at Whitton Hall and a theatre production at Fen Park. Cllr Pearce commented that a concern had been raised by people who were happy to pay for activities for their children during the holidays but still needed to attend work themselves. Cllr Brooks asked if a theatre production could be looked at for Sparrows Nest Gardens.	
29 August 2026	Lowestoft Maritime Festival
It was noted that this event is being supported financially by the Town Council, with assistance for planning the event also being provided.	
30 August 2026	Wellness Festival
It was noted that the Sports Development Officer was organising this event. Cllr Pearce asked for the Sports Development Officer to liaise with the Community Partnership.	
11-20 September 2026	Heritage Open Days 2026

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It was noted that the Town Hall team were leading on this event.

It was agreed that the other events on this timeline, other than the Benjamin Britten Day event, could be deferred.

October 2026	Black History Month
3 October 2026	Royal Naval Patrol Service Association Commemorative Event
8 November 2026	Remembrance Sunday
11 November 2026	Armistice Day
22 November 2026	Benjamin Britten Day
The Events and Office Manager reported that meetings had been held with a member of public from the Britten as a Boy statue group, and a meeting paper had been created to outline the proposals. It was suggested that the proposed date of 10th November may need to move due to a clash around the time of Remembrance Sunday and Armistice Day. Cllr Brooks proposed to support this event as outlined in the paper, seconded by Cllr Pearce, all in favour.	
December 2026	Santa Dash
27 January 2027	Holocaust Memorial Day
2027	Civic Event

106.5 To receive a report on the World Book Day trail

A report on engagement with the Trail had been provided by the company that provided the resources. Comments were made about the connection of the resources to promoting reading and these could be improved. The Communications and IT Officer agreed to pass these comments on.

Cllr Pearce commented that similar trails could be looked at to encompass the whole town.

106.6 To receive a report on the recent themed markets and consider any recommendations

The Events and Office Manager commented that a report had been circulated and that the next themed market was planned for 19th June, 4pm-8pm.

Cllr Pearce commented that a previous council decisions was against the Triangle Market becoming a corporate branded market but to look at a consultant to assist with the setting up of a regular market. Cllr Brooks commented that the consultant budget would be better spent on hiring a freelancer for a few months to see if they could establish a regular market. It was commented that this was what the proposal was for.

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Cllr Pearce proposed to endorse the recommendation of the paper to seek a short-term tender opportunity to establish a regular market, seconded by Cllr Rappensberger, all in favour.

106.7 To consider an event to mark International Day against Homophobia, Biphobia and Transphobia (IDAHOBIT) Day on 17th May

Cllr Coleby commented that he was aware that this was short notice so it may be an idea to do something on social media this year, with a possible link to the upcoming Pride event. Cllr Barker suggested that a full event could be organised for next year.

Cllr Pearce proposed for something lowkey to be promoted on social media. Cllr Brooks suggested that a small grants scheme, similar to what was offered for International Women's Day, could be offered to local supportive organisations.

Cllr Brooks temporarily left the meeting at 11:55, returning at 11:56

At 12:00, Cllr Rappensberger proposed to suspend Standing Orders 3Y for a maximum of 15 minutes, seconded by Cllr Pearce, all in favour.

Cllr Pearce added to his proposal that small grants should be promoted to local organisations for events linked to IDAHOBIT Day, with a maximum budget of £1000, seconded by Cllr Brooks, all in favour.

106.8 To consider support for a standalone Holocaust Memorial Day event

Cllr Pearce commented that he was supportive of the event. Cllr Pearce proposed for officers to have a further discussion on how the event would work, seconded by Cllr Coleby. Five voted in favour, one abstention.

Cllr Webb asked if the event could be included in the main event. It was agreed that this would form part of the discussions.

107 To review Mayoral Handbook including Robes, Chains and Badges of Office protocol and precedence for attending events when neither Mayor or Deputy can attend

The Events and Office Manager reported that the office receives a high number of enquiries for attendance to events and that it would be good to agree a procedure to follow for when the Mayor or Deputy Mayor cannot attend, especially as some of these requests are submitted at short notice.

Cllr Pearce suggested that the Mayoral Engagement form should be adapted to ask event organisers if they would consider a different councillor if the Mayor or Deputy Mayor could not attend.

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Events and Communications Sub-Committee
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Wednesday 22 April 2026 AT 10:00 AM

At 12:15, Cllr Coleby proposed to suspend Standing Orders 3Y for a maximum of 15 minutes, seconded by Cllr Barker, all in favour.

Cllr Pearce proposed for the Mayoral Engagement form to be adapted and for officers to make any decision on which councillor should be approached. This was seconded by Cllr Barker, all in favour.

108 To receive an update on the information board for Gunton Cliff featuring Vera Brittain

The Communications and IT Officer reported that a draft design had been created for comment and that permissions were being sought from the relevant publishers on use of quotes.

109 Date of next meeting and reports

To be confirmed

110 Items for the next agenda and close

Cllr Coleby suggested for an item to look at engagement with the public around becoming a councillor in time for the 2027 elections.

111 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 12:19.

Signed:
3 June 2026



MEETING PAPER

Meeting: Events and Communications Committee

Date: 3 June 2026

~~CONFIDENTIAL~~/NON-CONFIDENTIAL

6. To review and adopt Committee Arrangements:

6.1 To note membership of the Events and Communications Committee

As agreed at the AGM on Tuesday 19 May, the membership of this committee is: Cllrs Barker (Chair), Begum, Brooks, Foster, Pearce, Rappensberger and Taylor.

6.4 To agree the meeting schedule

The schedule put forward to the AGM on Tuesday 19 May was for the Events and Communications Committee to meet on the first Wednesday of the month at 10am.

This would make the schedule for the year as follows:

- Wednesday 3 June
- Wednesday 1 July
- Wednesday 5 August
- Wednesday 2 September
- Wednesday 7 October
- Wednesday 4 November
- Wednesday 2 December
- Wednesday 6 January
- Wednesday 3 February
- Wednesday 3 March
- Wednesday 7 April
- Wednesday 5 May

Annual Budget - By Committee (Actual YTD Month 1)

Note: 1st April 2026

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>Events and Communications</u>												
200	<u>Art, Civic and Heritage</u>											
4140	Civic & Ceremonial	2,400	2,400	0	0	2,400	0	2,400	200	0	0	0
4143	Arts and Heritage	30,000	24,014	0	0	30,000	0	30,000	0	0	0	0
4150	Mileage & Operation Fuel Costs	1,000	0	0	0	1,000	0	1,000	0	0	0	0
4460	Lowestoft and Plaisir Twinning	0	0	0	0	300	0	300	0	0	0	0
	Overhead Expenditure	33,400	26,414	0	0	33,700	0	33,700	200	0	0	0
6000	plus Transfer from EMR	0	6,536	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(33,400)</u>	<u>(19,878)</u>			<u>(33,700)</u>		<u>(33,700)</u>	<u>(200)</u>	<u>0</u>		
300	<u>Events & Communications</u>											
1105	Event Income	0	11,717	0	0	10,000	0	10,000	0	0	0	0
	Total Income	0	11,717	0	0	10,000	0	10,000	0	0	0	0
4075	Communication	6,506	1,311	0	0	23,600	0	23,600	-83	0	0	0
4144	Mayoral Expenditure	0	549	0	0	0	0	0	0	0	0	0
4465	Events	9,950	6,904	0	0	5,000	10,000	15,000	280	0	0	0
4470	Festive Lights	8,437	7,650	0	0	8,437	0	8,437	4,362	0	0	0
4471	Holocaust Memorial Day	0	0	0	0	2,000	0	2,000	0	0	0	0
4475	Remembrance and Armistice Day	5,000	3,447	0	0	3,500	0	3,500	0	0	0	0
4476	Music Event	7,210	0	0	0	5,000	0	5,000	0	0	0	0
4477	Suffolk Day	10,000	12,377	0	0	0	0	0	0	0	0	0
4478	VE & VJ Day	10,000	9,827	0	0	0	0	0	0	0	0	0
4479	Market Events	6,000	4,895	0	0	11,000	0	11,000	400	0	0	0
4481	Climate Event	6,250	3,772	0	0	7,500	0	7,500	2,134	0	0	0

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Annual Budget - By Committee (Actual YTD Month 1)

Note: 1st April 2026

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4482	Christmas Event	2,000	2,796	0	0	7,000	0	7,000	0	0	0	0
4483	Black History Month	1,250	2,172	0	0	2,500	0	2,500	0	0	0	0
4484	Pride Event	11,330	9,377	0	0	10,000	0	10,000	324	0	0	0
4486	Summer Events	3,000	2,780	0	0	6,000	0	6,000	0	0	0	0
4487	IWD Events	1,250	1,200	0	0	1,500	0	1,500	0	0	0	0
4488	Running Events	0	10,751	0	0	10,000	0	10,000	3,112	0	0	0
4489	Armed Forces Day	0	0	0	0	12,500	0	12,500	0	0	0	0
4490	RNPS Event	0	0	0	0	1,200	0	1,200	0	0	0	0
Overhead Expenditure		88,183	79,808	0	0	116,737	10,000	126,737	10,529	0	0	0
Movement to/(from) Gen Reserve		(88,183)	(68,091)			(106,737)		(116,737)	(10,529)	0		
320	Sports											
1090	Grants	0	11,470	0	0	0	0	0	0	0	0	0
Total Income		0	11,470	0	0	0	0	0	0	0	0	0
4200	EMR Contribution	25,000	3,435	0	0	25,000	30,000	55,000	0	0	0	0
4485	Sports and Development	20,000	12,498	0	0	25,000	0	25,000	366	0	0	0
5010	Sports Ground Maintenance	15,450	18,218	0	0	15,000	0	15,000	4,258	0	0	0
Overhead Expenditure		60,450	34,152	0	0	65,000	30,000	95,000	4,624	0	0	0
Movement to/(from) Gen Reserve		(60,450)	(22,682)			(65,000)		(95,000)	(4,624)	0		
Events and Communications - Income		0	23,187	0	0	10,000	0	10,000	0	0	0	0
Expenditure		182,033	140,374	0	0	215,437	40,000	255,437	15,353	0	0	0
Net Income over Expenditure		-182,033	-117,187	0	0	-205,437	-40,000	-245,437	-15,353	0	0	0

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Annual Budget - By Committee (Actual YTD Month 1)

Note: 1st April 2026

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
plus Transfer from EMR	0	6,536	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(182,033)</u>	<u>(110,651)</u>			<u>(205,437)</u>		<u>(245,437)</u>	<u>(15,353)</u>	<u>0</u>		
Total Budget Income	0	23,187	0	0	10,000	0	10,000	0	0	0	0
Expenditure	182,033	140,374	0	0	215,437	40,000	255,437	15,353	0	0	0
Net Income over Expenditure	<u>-182,033</u>	<u>-117,187</u>	<u>0</u>	<u>0</u>	<u>-205,437</u>	<u>-40,000</u>	<u>-245,437</u>	<u>-15,353</u>	<u>0</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	6,536	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(182,033)</u>	<u>(110,651)</u>			<u>(205,437)</u>		<u>(245,437)</u>	<u>(15,353)</u>	<u>0</u>		



Lowestoft Town Council

Terms of Reference for the Events and Communications Committee

1. Appointment

- 1.1. The Events and Communications Committee is appointed by and solely responsible to Lowestoft Town Council.

2. Duties

- 2.1. The Committee's duties, as set out in these terms of reference, are defined and agreed by Full Council, which may vote, at any time, to modify, remove or increase the Committee's term.

3. Meetings

- 3.1. Meetings are to be held on a monthly basis, with extraordinary meetings scheduled when needed.

4. Record of Proceedings

- 4.1. The Committee will meet as required to fulfil the responsibilities below (see section 6).
- 4.2. Written minutes will be taken to record the Committee's decisions and will be received at the next Full Council meeting and tabled as an appendix.
- 4.3. The Clerk will be responsible for arranging the recording and distribution of the minutes.
- 4.4. The approved written minutes will be the official record of the meeting.

5. Membership

- 5.1. The membership of the Committee will be no fewer than quorum plus one (i.e. five Councillors).
- 5.2. Full Council will elect a Chair for the Committee at the Annual Meeting of the Council every May.
- 5.3. All members of the Committee are expected to represent the interest of the whole Council area.
- 5.4. Any elected member can preside by agreement in the Chair's absence.
- 5.5. A quorum will be four members of the Committee.
- 5.6. Substitutes may be appointed to ensure that meetings are quorate.
- 5.7. Members of the Committee will be required to complete the following training as per the Councillor Training Programme:
 - The Chair of the Committee shall complete relevant Chairpersons training
 - All members shall complete Equality and Diversity training in the year of local council elections and two years thereafter, or on any changes in legislation and policy



- All members shall complete Safeguarding training in the year of local council elections and two years thereafter, or on any changes in legislation and policy
 - All members shall complete Data Protection training on an annual basis
- 5.8. The Mayor and Deputy Mayor may attend meetings in an ex-officio capacity, if both are in attendance in this capacity then only one may have voting rights.
- 5.9. All other members of the Council have the right to attend the meeting and make representations on the matters being discussed with the Public Forum.

6. Responsibilities

- 6.1. The Committee has delegated authority from the Council to fulfil the following responsibilities:
- 6.1.1. To consider and implement the objectives of the Town Council's Business Plan relevant to this Committee.
 - 6.1.2. To review the full Risk Register, identify the risks relevant to the operations of this Committee (e.g. events and communications), and regularly review these risks, making decisions or recommendations to Council as appropriate on measures to mitigate and manage such risks.
 - 6.1.3. To develop an annual calendar of events for the Council including annual events (such as the Annual Meeting of the Town, Remembrance Day, Holocaust Memorial Day etc.).
 - 6.1.4. To promote any Council events within the Council and to the wider community.
 - 6.1.5. To liaise with other organisations concerning Lowestoft wide events and Council involvement in those events.
 - 6.1.6. To consider applications for events held by other organisations on Council property when requested to do so by an Officer of the Council. Permission for Events will otherwise be granted by an Officer of the Council.
 - 6.1.7. To consider the Council's Corporate Identity, develop brand and associated items to recommend to Full Council.
 - 6.1.8. Consider style and format of Council communications including templates.
 - 6.1.9. Review website and suggest improvements and future content.
 - 6.1.10. Consider potential leaflets, publications and promotional material.
 - 6.1.11. Consider community engagement both via media and face to face contacts including surveys etc. if part of the communications strategy.
 - 6.1.12. Research external organisations and specialists who could assist with our Communication Strategy.
 - 6.1.13. Allocate and manage budgets for Events and Communications within the budgets allocated to the committee.
 - 6.1.14. To review its own remit and make recommendations to Full Council annually on its Terms of Reference.



7. Financial Delegations

- 7.1. Full Council has approved the following financial delegations to the Events and Communications Committee:
- Events and Communications
 - Sports
- 7.2. The per-item expenditure limit is £7,500 and expenditure will not exceed the total amount of each budget delegated to this Committee.
- 7.3. A standing item on the Committee's agenda will ensure expenditure is monitored.

8. Working Groups

- 8.1. The Committee may form temporary Working Groups to carry out a task-and-finish project in the event the Committee's workload does not permit enough time to consider the project during its standard meeting schedule.
- 8.2. This Committee has a responsibility to review and monitor the progress of its Working Groups.
- 8.3. Should the Working Group require an officer to attend its meetings to take notes, a business case must be submitted to the Town Clerk for consideration and approval.

9. Climate and Ecological Emergency

- 9.1. This Committee has an important role to play in ensuring that:
- 9.1.1. Actions under the Climate and Ecological Emergency Declarations and Health and Wellbeing Declaration apply to events on its land.
 - 9.1.2. Waste and environmental damage are avoided/reduced e.g. reduced reliance on plastic.
 - 9.1.3. An appropriate amount of communication resource is applied to promoting practical action.



MEETING PAPER

Meeting: Events and Communications Committee

Date: 3 June 2026

Subject: 8.1 Community Engagement

~~CONFIDENTIAL~~/NON-CONFIDENTIAL

As part of the Town Council's Business Plan and the outcomes of the Communication Tools Workshop held in early 2026, it has been agreed that an ongoing programme of Community Engagement events should be implemented.

It is recommended that this comes in two forms:

1. **LTC stall presence at community events (both LTC organised and external)**
2. **Specifically organised "Meet the Town Council" events**

Both of these would need support from Councillors to make them effective and worthwhile. The Town Council already owns two gazebos (one large and one smaller) that can be set up, and resources about the work of the Town Council can also be provided.

1. LTC stall presence at community events (both LTC organised and external)

The Town Council already has a substantial annual events programme, including markets. As part of the plan for these events, it is recommended for LTC to have an information stall. These should have at least two Councillors on duty at a time (on a rota system). It is worth noting that not all events are suitable for an LTC stall presence (e.g. Remembrance Sunday)

Recommended Action: *Councillors are asked to let the office know if they are able to volunteer to be on duty at suitable upcoming events*

With regards to events organised by external groups, it is suggested that LTC approaches the event organisers to see if it is suitable for LTC to have a stall. Again, not all events would be suitable for this. It may also be that local community groups may wish to have a representative from the Town Council give a presentation on the work of LTC.

Recommended Action: *Councillors are asked to suggest local events and community groups who may be approached to offer an LTC stall/presentation.*

Recommended Action: *If an event is agreed, Councillors would then be asked to volunteer to be on duty for the event.*

2. Specifically organised “Meet the Town Council” events

A major part of the Communications Tools Workshop was the desire to introduce specific drop-in events for the public. These would be on top of the other events attended. It was recommended that at least four drop-in sessions a year (two in North Lowestoft, two in South Lowestoft) are organised. There was a preference to use outdoor venues (e.g. LTC parks) during the Summer and indoor venues for the Winter.

Decisions on when and where these events should take place are needed if the Town Council is to try and engage with the widest range of the community.

Recommended Action: *Committee members should agree on two locations (one in North Lowestoft, one in South Lowestoft) for an engagement event in late July.*

Recommended Action: *Committee members should agree on dates and times that these should take place.*

Recommended Action: *Councillors should then volunteer to attend these events.*

In order to proceed, it is suggested that the Committee members discuss the recommended actions noted above and confirm the arrangements for increasing in-person Community Engagement.