

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 AM** on **Wednesday, August 5, 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 submitting 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/Qwc7nJPqWls?feature=share>

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
30 July 2026

Lowestoft Town Council
Events and Communications Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
10:00 AM on Wednesday, August 5, 2026

AGENDA

44 Welcome

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

45 To receive and consider approval of apologies for absence

46 Declarations of Interests and dispensations

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

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

47 To consider the draft minutes and confidential note of the meeting on 8 July 2026

48 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.

49 Finance

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

50 Communications

50.1 To review the Communications Plan

51 Events

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

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

51.3 To receive a report of permissions granted for events on Town Council owned land and/or events the Town Council has financially assisted

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51.4 To review and consider the following timetable of events:

Date	Item
11 July 2026	Lowestoft Pride
July - August 2026	Summer Activities
30 August 2026	Sports and Wellness Festival (including Town Council presence and cover arrangements)
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
13 December 2026	Santa Dash
27 January 2027	Holocaust Memorial Day
2027	Civic Event

52 Date of next meeting and reports

Wednesday 2 September 2026 10:00am

53 Items for the next agenda and close

54 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.

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Extraordinary Events and Communications Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Wednesday 08 July 2026 AT 3:00 PM

MINUTES

Present: Cllrs Sonia Barker (Chair), Andy Pearce, Wendy Brooks, Bernie Rappensberger, and Kinsey Foster

In attendance: Sarah Foote (Town Clerk) and Michael Winter (Communications and IT Officer)

32 Welcome

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

33 To receive and consider approval of apologies for absence

Apologies with reasons provided were given by Cllr Taylor. Cllr Pearce proposed acceptance of the apologies, seconded by Cllr Rappensberger, all in favour.

It was noted that Cllr Begum had resigned from this committee.

34 Declarations of interests and dispensations

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

No declarations were made.

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

No requests were made.

35 To consider the draft minutes and confidential notes of the meeting on 3 June 2026 and of the extraordinary meeting on 13 June 2026

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

36 Public Forum

There were no members of the public present and no advance comments.

37 Finance

The budget spreadsheet was displayed and noted.

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38 Communications

38.1 To consider arrangements for the community engagement programme

The Communications and IT Officer reported that some ideas for locations and groups had been received from councillors and these were being explored. Cllr Rappensberger commented that she would send on any contacts she had from some of her suggested venues.

38.2 To receive an update on the creation of a year-round storytelling package funded by visitor economy support scheme grant (some aspects may be confidential)

The Town Clerk commented that this should be looked at in confidential session.

39 Events

39.1 To receive details of "on the edge", a new community festival, and consider town council support for this venture

Cllr Brooks reported that a short presentation had been given by the organisers recently and that much more information needed to be provided in order for the Town Council to support this idea. Cllr Pearce commented that an representative of the organisation had outlined the event at a recent Heritage Focus Group meeting.

The Town Clerk commented that the organisers had been invited to attend this meeting but were unable to. They had been asked to supply further information for consideration and had been sent the grant application form alongside details for possible room hire however, more details were still required.

Cllr Foster asked if she needed to leave the room for this discussion as she has a stall at the event. The Town Clerk commented that Cllr Foster would ordinarily need to leave the room.

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

Attendance at events was noted.

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

The Town Clerk reported that there had been no formal applications however an enquiry had been submitted from the circus group that visited earlier in the year. They would like to return in 2027 for two weeks. Cllr Brooks commented that feedback was positive and she would like to encourage them to return. Cllr Pearce commented that he had heard from a member of public that was initially critical of the event but was pleased with how it turned out. Cllr Pearce commented that the

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organisers should be encouraged to submit an application before March 2027 so that it could be considered in a timely manner outside of the pre-election period.

39.4 To receive a report of permissions granted for events on Town Council owned land and/or events the Town Council has financially assisted

The Town Clerk reported that the Maritime Festival was supported via a grant and officer time. A recent Full Council decision to allow additional funding to support the event had been actioned with the event still going ahead in August. It was confirmed that the Town Council were not the organising body for this event.

39.5 To review and consider the following timetable of events:

Date	Item
12 June 2026	Awarding of Freedom of the Town Ceremony
Cllr Barker commented that this was an excellent event with lots of people giving complimentary comments. Cllr Brooks praised the turn out for the event.	
14 June 2026	Lowestoft 10K
Cllr Barker commented that she would like to thank all the staff who supported the event and who took part, including councillors and volunteers. Cllr Brooks commented that she was impressed by the wide variety of people who took part. It was commented that at least two participants had guides with them. Cllr Pearce commented that this was a good event for community engagement and for encouraging tourism.	
11 July 2026	Lowestoft Pride
Cllr Pearce commented that he would like to make a comment in confidential session.	
July - August 2026	Summer Activities
The Communications and IT Officer commented that there were a lot of events planned from mid-July to the end of August with some of the sports events already fully booked.	
Cllr Brooks asked about the Scores Race. The Town Clerk commented that the Score Race was going ahead however it was not a Town Council organised event but would be running through Sparrows Nest during the Wellness Festival.	
30 August 2026	Sports and Wellness Festival
The Town Clerk commented that promotion was underway with lots of organisations already taking part.	
11-20 September 2026	Heritage Open Days 2026
The events that the Town Hall Team were organising, including the Heritage Skills Market and the Town Hall Tours were taking place.	
October 2026	Black History Month

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The Communications and IT Officer confirmed that at the previous meeting of this committee, the theme of “Honouring our Communities” was agreed alongside a small grants offer. Some initial information was being sent out to schools before the summer holidays with more details in early September.

3 October 2026	Royal Naval Patrol Service Association Commemorative Event
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8 November 2026	Remembrance Sunday
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11 November 2026	Armistice Day
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17 November 2026	Benjamin Britten Day
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It was noted that information had been sent to schools for them to book onto.

13 December 2026	Santa Dash
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27 January 2027	Holocaust Memorial Day
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2027	Civic Event
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40 To receive an update on the information board for Gunton Cliff featuring Vera Brittain

The Communications and IT Officer reported that permissions had been granted by the Vera Brittain estate to use quotes from her books.

Cllr Pearce proposed a working budget of £1000 to create the sign, seconded by Cllr Rappensber, all in favour.

41 Date of next meeting and reports

Wednesday 5th August

42 Items for the next agenda and close

Cllr Brooks commented that she liked the idea of installing a temporary pétanque court on the Triangle. The Town Clerk commented that more information would be needed in writing to ensure that this goes to the relevant committee.

43 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 Pearce proposed for the meeting to be closed to the public and moved into confidential session, seconded by Rappensberger, all in favour.

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38.2 The Town Clerk commented that the Town Council had successfully received £6150 in funding for a visitor economy grant and had commissioned Julian Claxton to create a year-long video to promote Lowestoft. Julian had been asked to supply the brief. Cllr Pearce commented that he did not think that councillors had seen the detailed brief but clarified that staff have delegation to seek out grant funding.

The Town Clerk commented that she did not know if this committee wanted to have a say on the brief but did not think that this had been fully agreed, not that a tendering process had been carried out to contract Julian as at least three estimates should have been sought. The Town Clerk also wanted to check that the committee was happy that third-party assets would be included as the two-minute video was to promote the whole town.

Cllr Brooks proposed to approve the brief as given, seconded by Cllr Pearce, all in favour.

39.5 – Pride

Cllr Pearce commented that at the event in 2025 there were a few incidents where people needed to be ejected from the event. He also commented that several other incidents had taken place over the past year and he was aware that one of the individuals had been posting absurdities on social media recently. Cllr Pearce commented that he would like this reported to the security team, especially given that a political party would be present. The Town Clerk commented that the security team had been fully briefed.

Pride – AP there were incidents last year and security had to eject people. Other incidents also have taken place in the past year, and knows that the individuals have been posting on social media recently. Would like this to be fed into the security team, especially with the presence of a political party this year. SF – security have been briefed.

Meeting closed at 16:08

Signed:
5 August 2026

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