**MINUTES**

**Video meeting participants:** Cllrs Sue Barnard, Neil Coleby (Chair) and Andy Pearce

**Also participating:** Sarah Foote (Deputy Clerk) and Sian Maguire (Events and Communications Officer)

# 193. Welcome

The right to report and the application of the video meeting protocol were explained and noted, and the meeting was welcomed.

# 194. Apologies for absence

Cllr Page was absent.

# 195. Declarations of Interests and Dispensations

Cllr Pearce and Cllr Coleby declared a local non-pecuniary interest in item 198.1 commemorative plaques.

# 196. Public Forum

No comments had been received.

# 197. Receipt of any comments and noting that the draft minutes of the meeting on 26 September 2020 will be considered at the next appropriate meeting

The draft minutes were received and noted and there were no comments.

# 198. Events

198.1 Commemoration Events of 2020 - noting Town Council events which were postponed due to the COVID-19 pandemic and consider plans for rearrangement of these events including: VE Day, Anniversaries for Battle of Britain and Battle of Dunkirk and installation of memorial plaques for both, and any other events, including those being organised by outside bodies at which the Town Council would be represented. These had to be postponed due to the pandemic and consideration is being given to how and when they may be rescheduled. It was proposed by Cllr Pearce, external bodies Battle of Britain and Battle of Dunkirk no update as yet. Chris Brooks and Jack Rose Society has offered suggested wordings for plaques. Cllr Barnard proposed this is forwarded to next meeting as this is an ongoing matter. Cllr Taylor suggested sorting an alternative arrangement to get wordings together for these plaques. Noted the passing of dates of commemoration that are ongoing. Cllr Pearce noted the passing of commemorative dates were due to coronavirus restrictions and not to wordings. Cllr Coleby agreed with Cllr Pearce that wordings for plaques have been majorly completed.

198.2 Holocaust Memorial Day 2021 – Sarah confirms that engagement with Ormiston Denes Academy, filming. Cllr Pearce noting covid-19 rules, suggesting that a virtual event for Holocaust Memorial Day, much like Remembrance Sunday 2020 virtual event will be appropriate action. Contacting local historians. Cllr Barnard suggested contact between Sian and Julie Mayo. Theme: Lights. Cllr Barnard suggests the use of film, images, atmospheric feel to give the best experience. Cllr Pearce suggests a budget for the event. Sarah informs that there is a budget set for the event. Cllr Hardie, soundbites of radio transfers. It was formally proposed by Cllr Pearce, seconded by Cllr Hardie and anomalous vote.

198.3 To consider granting permission for the following events to be held on Town Council owned land:

 a. Walking Pantomime, Kensington Gardens 5 - 6 December 2020. – Cllr Hardie notes The Seagull have taken thorough research and precautions for this event. Marshalls, volunteers and safety regulations thought about to keep attendees and crew safe. Cllr Taylor agrees. Cllr Pearce notes the unfamiliarity to Tier 2 government rulings that are being ruled out on Wednesday 2nd November. Cllr Taylor notes that the restrictions will not affect the event, the rules allowing families to travel in bubbles and planning is within the new restrictions. Cllr Hardie notes that pre-booking to the event is the only way to get access. Cllr Barnard notes the lighting at Kensington Gardens isn’t great, Cllr Hardie assuring that each location is well-lit and prepared for transportation around the park in the dark. Cllr Pearce formally proposed to give consent, subject to there is no changes to the government guidelines and on the specifications that have been given by event organisers. This was seconded by Cllr Hardie and agreed with one abstention. Cllr Pearce noted the event organisers’ loss of profit due to the event, offered that The Seagull get contact with the available funding. Sarah and Sian to send acceptance of event application.

198.4 To consider launch of the Ness. – Cllr Hardie suggested that no formal date is set for the launch, noting that a virtual launch would not have the same impact if there is only 6 attendees allowed. Cllr Pearce agreed. Item to be left on the agenda for December, for formal discussion in January. Cllrs agreed with this action.

198.5 To consider ‘Tree’ Event. – Sarah noted the work Sian has completed on the website with regards to trees. An in-person event unable to go ahead. Cllr Barnard suggested Sian look at Suffolk Wildlife Trust website for further information and inspiration to the look and content of the website. Cllr Pearce noted the Tree Council grant still stands for 2021, Sarah confirms.

**199. Communications**

Considering the Council’s communications – Sarah notes Town Council communications, with the improvement of communications. Communications strategy. Sian notes activity on Facebook, history of Lowestoft, assets, parks and open spaces. Launch of LinkedIn account, reaching a different demographic. Following on Facebook has gone up by 150 individuals. Cllr Taylor notes training sessions from East Suffolk Council, on how to social media, site optimisation and statistics on usage, pushing tourism. Pushing for good communications Sarah notes the audit of the website, climate emergency, local support for coronavirus; Noticeboards are being updated with basic details on the Council, accessibility being key. Cllr Frost notes the updates on Facebook. Cllr Pearce notes the lack of high profile and recognition of the Council, notes the communications are developing in the correct direction. Cllr Hardie suggested the development of an Instagram account. Sian suggests getting current accounts to a maximum and healthy level, before exploring further avenues. Cllr Hardie and Cllr Taylor agree. Cllrs agree to leave communications off December agenda and discuss in January to review development.

**200.** To consider how to progress the following actions towards implementation of the Town Council’s **Health Emergency Declaration**:

 a. Supporting turning any Government/NHS health and well-being initiatives into local benefit

1. Working with partners and promoting health and well-being initiatives
2. Prioritising support and promotion of transport which is not reliant on fossil fuel and which encourages exercise and independence, including cycling, walking and running – Sarah notes the promotion of these matters are being actioned. Assets and public spaces are being developed.
3. Progressing outdoor shopping and entertainment opportunities, including an outdoor market and cultural/event space in parks –
4. Encouraging buying and eating local produce.

Cllr Hardie noted that the communications for these matters are happening. Suggesting that it is developed steadily and in the best way possible, featuring other organisations and agencies as time progresses. Cllr Pearce noted the overlap of these items with other committees, agreed with Cllr Hardie. Cllr Barnard on forwarding items for cycle strategy to Sarah and Sian. Cllr Coleby notes that Cllrs can forward topics to Sian to review and further develop through the communications.

**201**.To note that the Standing Orders and Policies Sub-Committee are considering Committee and Sub-Committee structures and Terms of Reference, and to consider submitting any comments. To be removed from agenda and left for Cllrs to comment in their own time.

# 202. Date of next meeting – 3.00 pm on Thursday 17th December 2020

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**203. Items for the next Agenda and Close.**

No confidential items.

The Chair closed the meeting at 15.52