

Lowestoft Town Council
Meeting of the Events and Communications Sub-Committee
Remote meeting to commence at 15.00 on Thursday 26th November 2020

MINUTES

Video meeting participants: Cllrs Sue Barnard, Neil Coleby (Chair), Amanda Frost, Jacqueline Hardie, Andy Pearce, John Pitts and Alice Taylor (arrived 15:06).

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

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 as members of the Old Jack Rose Society.

196. Public Forum

No comments had been received.

197. Receipt of any comments and noting that the draft minutes of the meeting on 24 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 was given to how and when they may be rescheduled. It was agreed to carry forward this agenda item to future meetings to ensure due consideration was given. It was understood that wording was being progressed for memorial plaques and Cllr Pearce would obtain an update from the Old Jack Rose Society.

198.2 Holocaust Memorial Day 2021 – Members considered possible arrangements for commemoration of HMD on Wednesday 27th January. It was noted that given the covid restrictions this would likely be a virtual event (similar to Remembrance Sunday). The Deputy Clerk would contact Ormiston Denes Academy for their involvement and detailed plans would be considered at the next meeting. This was proposed by Cllr Pearce, seconded by Cllr Hardie and unanimously agreed.

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. – Members considered in detail the event application and in particular, the assessment to mitigate against the risks associated with covid-19. It was proposed by Cllr Pearce, seconded by Cllr Hardie and agreed (six votes in favour, one against (Cllr Pitts)) to grant permission for the event to take place.

198.4 Launch of the Ness. – It was proposed by Cllr Hardie, seconded by Cllr Pearce that a no date was set for a formal event and it was noted that there were outstanding matters relating to the

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completion of the site. The online promotion of The Ness had been updated and future promotion would be an on-going agenda item.

198.5 To consider 'Tree' Event. – The ECO had expanded the tree section of the Town Council website. The Tree Council funded planting had been cancelled to 2021 and currently an in-person tree based event was unable to go ahead.

199. Communications

Considering the Council's communications – It was noted that the ECO had increased posts on Facebook, in particular relating to history of Lowestoft, assets, parks and open spaces, had launched a LinkedIn account, updated Town Council noticeboards with essential information, attended The Lowestoft Place Branding launch and undertaken a full audit of the website which now included more detailed information on climate emergency and assets and open spaces. It was agreed to fully review the Town Council's communications at the January meeting.

200. It was considered 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
- b. Working with partners and promoting health and well-being initiatives
- c. Prioritising support and promotion of transport which is not reliant on fossil fuel and which encourages exercise and independence, including cycling, walking and running
- d. Progressing outdoor shopping and entertainment opportunities, including an outdoor market and cultural/event space in parks
- e. Encouraging buying and eating local produce.

Cllr Hardie noted that the communications for these matters were happening and all members were asked to forward to the ECO suggestions for promotion of the above.

201. It was noted that the Standing Orders and Policies Sub-Committee were considering Committee and Sub-Committee structures and Terms of Reference. It was agreed that members would submit their own comments and this item would be removed from future agendas.

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

203. Items for the next Agenda and Close.

No confidential items.

The Chair closed the meeting at 15.52