

Lowestoft Town Council

Meeting of the Events and Communications Sub-Committee

Via Video Meeting
15:00 on 30 July 2020

MINUTES

Video meeting participants: Cllrs Sue Barnard, Neil Coleby (Chair), Amanda Frost, Alan Green and Andy Pearce

Also participating: Shona Bendix (Clerk) and Lauren Elliott (Committee Clerk)

112. Welcome

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

113. Apologies for absence

Apologies were received from Cllrs Paul Page, Graham Parker and John Pitts. Cllr Hardie had not provided apologies and was not present at the meeting. Cllr Barnard proposed acceptance of the apologies; seconded by Cllr Green; all in favour.

114. Declarations of Interests and Dispensations

There were none.

115. Public Forum

No comments had been received.

116. Receipt of any comments and noting that the draft minutes of the meeting on 25 June 2020 will be considered at the next appropriate meeting

Cllr Page had been recorded as absent at the last meeting, but has emailed officers to advise that at the time he was not sure whether he was a member of this Sub-Committee so had not noted the date of the meeting. This was noted but the minutes will not be amended as they reflect the position at the time of the meeting. At item 107.2 the minutes state that Cllr Coleby proposed Cllr Taylor for the Deputy Chair position. Cllr Coleby asked Cllr Taylor if she would be interested, but she declined. Cllr Coleby subsequently proposed Cllr Pearce for the position, which was seconded by Cllr Barnard. Cllr Taylor would not have been eligible for the position at the time, as her membership to this Sub-Committee needs to be ratified by the Finance and Governance Committee, but that was not known at the time. It was queried whether Cllr Taylor should have been recorded in the minutes as an attendee, rather than in the Committee membership list. The position regarding her membership has been recorded in the minutes, which should be sufficient.

Cllr Frost joined the meeting 15:10

117. Sub-Committee arrangements

117i Membership of the Events and Communications Sub-Committee – This was confirmed as Cllrs Sue Barnard, Neil Coleby, Amanda Frost, Jacqueline Hardie, Paul Page, Graham Parker, Andy Pearce and John Pitts.

117ii Noting that a request from Cllr Taylor to join this Sub-Committee will be considered by the Finance and Governance Committee – This was noted.

118. Events

118.1 Applications received for events on Town Council land – Approval has been given for martial arts classes to be run at Normanston Park weekly until October. There are several activities taking place at Normanston Park and it is understood not all have sought permission from the Town

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Council. Fit and Fed youth activities will be taking place at Normanston Park and Britten Road throughout the summer holidays.

118.2 VJ Day, including the following:

118.2i Noting that an event will take place on Saturday 16 August at Kensington Gardens – The Mayor will be in attendance. Those attending will be advised to adhere to social distancing guidance. The ‘Talking Bench’ was discussed at Full Council. East Suffolk Norse and East Suffolk Council have agreed that the Town Council can consider an alternative location. The installation of the bench will not be incorporated into the VJ Day event.

118.2ii Format of the event including Royal British Legion attendance and planting of cherry tree(s) – East Suffolk Norse will plant the trees and will supply water bags, which they will top up. Collection of the trees is being arranged. Representatives from the Royal British Legion will be in attendance. The press may be in attendance but the event will be quite low key and socially distanced.

118.2iii The purchase of two cherry trees from delegated events budget at a cost of £40.00 plus any delivery and any planting and watering costs – The £40 cost is for the trees. The cost of the water bags is not known. East Suffolk Norse may also need to collect the trees as they are two metres tall. Cllr Coleby proposed a maximum budget of £150 from the delegated events budget to cover the cost of trees, the water bags and collection and delivery of the trees; seconded by Cllr Pearce; all in favour. The Tree Council has recommended that the trees are only watered as required, rather than on a schedule.

118.3 Heritage Open Days (11 to 20 September)

118.3i Correspondence from Heritage Open Days and considering the concept of virtual heritage tours – Filming for virtual heritage tours of the Town Hall is taking place tomorrow. The company doing the filming previously completed a site visit with the Clerk to identify the areas to film.

118.3ii To consider any other projects for Heritage Open Days including if the Town Hall could be open on a ticketed system with social distancing restrictions in place – This would be difficult to risk manage and achieve safely and in line with social distancing guidelines. Visitor numbers would need to be strictly limited and carefully managed. The virtual heritage tours of the Town Hall are intended to provide an alternative whilst physical visits to the Town Hall for Heritage Open Days are not possible. It is hoped that these could resume next year, although the Town Council has made no commitments that the Town Hall will be open to visitors every year. The organisers of Heritage Open Days had not prohibited face-to-face events but a further announcement is expected. New advertising hoarding is being erected to the rear of the Town Hall. It was requested that this be publicised on Facebook and via a press release. The advertising hoarding is not being arranged by the Town Council, but the Clerk will contact the relevant organisation to enquire if and how this can be publicised. Funding has been secured for the next stage of the development of the Town Hall, to progress business planning and audience development work. Cllr Pearce proposed that the Town Hall does not open for public visits as part of Heritage Open Days this year, and that virtual tours are progressed instead. It is hoped that the Town Hall will be open to visitors for Heritage Open Days in 2021, but that will depend on the circumstances at the time. This was seconded by Cllr Coleby and was unanimously agreed.

118.4 Remembrance Sunday 2020 – The Deputy Clerk regularly checks the Royal British Legion’s website and keeps in contact with them. There have been no updates so far and it was suggested that this item remains on the agenda. It was queried whether the company which is completing the filming of the Town Hall could record a service at Royal Plain for the public to view online, if a large public gathering is not permitted. Options can be considered.

119. Communications

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Consideration of the Council's communications – At the Full Council meeting on 28 July it is hoped the appointment of the Events and Communications Officer can be progressed. As communication is a fundamental part of this role it is hoped this can be progressed remotely. Public surveys are being arranged for various assets and the results will be fed back to the relevant Committees and Sub-Committees to consider.

120. Date of next meeting

15:00 Thursday 27 August 2020.

121. Items for the next Agenda and Close

As discussed in the meeting, item 118.4 will be carried forward to consider the up to date position. It was requested that the Deputy Clerk put together a list on the latest position of events being considered for next year, such as Holocaust Memorial Day.

There were no confidential matters for consideration and the Chair closed the meeting 15:32.