

# Lowestoft Town Council

## Meeting of the Events and Communications Sub-Committee

Remote meeting to commence at 15.00 on Thursday 27 August 2020

Stream Link: <https://youtu.be/R1A3JkZaOj0>

### MINUTES

**Video meeting participants:** Cllrs Sue Barnard, Neil Coleby, Amanda Frost, Jacqueline Hardie, Andy Pearce (Chair for this meeting) and Alice Taylor

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

#### **122. Welcome**

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

#### **123. Apologies for absence**

Apologies were received from Cllr Graham Parker. Cllr Page had not provided apologies and was absent. Cllr Taylor proposed acceptance of the apologies; seconded by Cllr Barnard; all in favour.

#### **124. Declarations of Interests and Dispensations**

Cllr Taylor declared a local non-pecuniary interest in any matters relating to Lowestoft Vision. Cllr Taylor also advised that she would like to provide an update on the First Light Festival and the Vessels Festival and Smack Race during the meeting and declared a local non-pecuniary interest in both of these. Cllr Pearce declared a local non-pecuniary interest in item 128.2. Although he is a member of the Jack Rose Old Lowestoft Society he is not involved with the memorial plaques for the Battle of Britain and the Battle of Dunkirk.

#### **125. Public Forum**

No comments had been received.

#### **126. Receipt of any comments and noting that the draft minutes of the meeting on 30 July 2020 will be considered at the next appropriate meeting**

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

#### **127. Sub-Committee arrangements**

Membership of the Events and Communications Sub-Committee – It was noted that Cllr Taylor had been appointed to the Sub-Committee via the Finance and Governance Committee.

#### **128. Events**

128.1 Heritage Open Days (11 to 20 September) - Any matters relating to Town Council involvement - All events in Lowestoft, including the virtual tour of the Town Hall, are listed on the Heritage Open Days website. It was requested that a link be provided from the Town Council's website and Facebook page.

128.2 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. Plaque unveiling events to commemorate the Battle of Britain and Battle of Dunkirk had been discussed. the Jack Rose Old Lowestoft Society is putting together the wording for the plaque, which will be brought to the Council for consideration. It was requested that this item remain on the agenda for ongoing consideration to be given to these

# Lowestoft Town Council

## Meeting of the Events and Communications Sub-Committee

Remote meeting to commence at 15.00 on Thursday 27 August 2020

Stream Link: <https://youtu.be/R1A3JkZaOj0>

events. The Events and Communications Officer will also be asked to consider these when they are appointed.

128.3 Tree Event - Noting Parks and Open Spaces Sub-Committee plans for a Tree Event – It was queried whether they Town Council could launch a photography competition of interesting or noteworthy trees in Lowestoft. A request has already been included in the Town Council's column in the Lowestoft Journal, for images of residents' favourite trees in the town. At this stage, the focus is on how to promote trees through the website, which the Events and Communications Officer can assist with. Part of the intention of the article in the Lowestoft Journal was to engage young people also. Cllrs Barnard and Green will be taking photos of the ancient trees in Lowestoft. The Clerk is making enquiries with the Woodland Trust as to whether, under the terms of the Town Council having this data, what it can publish about the ancient trees.

128.4 The Ness - Plans to launch the new park

*Cllr Frost joined the meeting 15:16*

Cllr Barnard has the Charter Scots Pine, the planting of which may be included with the opening event. There is also the burial of a time capsule to consider. A completion date for The Ness has not yet been confirmed. A large-scale public gathering will not be possible this year but a more high profile event could be considered for next year.

128.5 Remembrance Sunday 2020 – No official national guidance has been released yet. Officers will liaise with the local branch of the Royal British Legion. A large-scale public gathering will not be possible this year but a commemorative event is still being planned. The Events and Communications Officer can take this forward, and it was requested that this item remain on the agenda for ongoing consideration.

128.6 Holocaust Memorial Day 2021 – Consideration is being given to the 2021 commemorative event at the railway station, although this may have to be scaled back. This year's theme is 'be the light in the darkness'. Under a similar theme in the past, students at the Ormiston Denes Academy have made lanterns. It was noted that the 2020 service and drama by the Ormiston Denes Academy has been nominated for a Network Rail award.

### 129. Communications

Considering the Council's communications – This is a rolling item. The recruitment process for Events and Communications Officer is ongoing. The shortlisting process and interviews will take place shortly, as the deadline for applications has now passed. The shortlisting panel will receive redacted versions of the applications next week and interviews will be held on 14 September only, as 15 September now clashes with the weekly market. The Personnel Committee will be asked to make a formal recommendation to Full Council, which will go to the Extraordinary Meeting.

### 130. Date of next meeting – 3.00 pm on Thursday 24 September 2020

### 131. Items for the next Agenda and Close.

It was requested that an item be included on the next agenda to consider the dissolution of this Sub-Committee, as some Councillors are struggling to attend all the meetings of the different Committees and Sub-Committees, and the Events and Communications Officer should be able to work with the Assets, Inclusion and Development and Finance and Governance Committees. The Terms of Reference for this Sub-Committee were amended to reflect that this Sub-Committee would be working with relevant officers, but this can be considered at the next meeting.

*Cllr Coleby joined the meeting 15:28, but it was agreed that Cllr Pearce would continue to Chair the meeting*

# **Lowestoft Town Council**

## **Meeting of the Events and Communications Sub-Committee**

**Remote meeting to commence at 15.00 on Thursday 27 August 2020**

Stream Link: <https://youtu.be/R1A3JkZaOj0>

Lowestoft Vision has announced that there will be no event in Lowestoft this year to switch on the Christmas lights. The Town Council usually co-ordinates its lights switch-on with Lowestoft Vision so it was requested that officers liaise with them for more details as to what will be happening this year.

Cllr Taylor provided an update on the First Light Festival. A meeting was due to take place today but has been postponed until October. Plans for next year's festival are progressing.

Cllr Taylor provided an update on the Vessels Festival and Smack Race. It is still intended that this event will go ahead in 2021 and plans are being progressed.

The Chair closed the meeting 15:31.