

**Lowestoft Town Council**  
**Meeting of the Events and Communications Sub-Committee**  
**Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**13.00 on Thursday 25 November 2021**

Meeting started at 13:06

**Present:** Cllrs Sonia Barker (Chair), Alan Green, Wendy Brooks, Graham Parker, Andy Pearce, John Pitts, Elise Youngman

**In attendance:** Sarah Foote (Deputy Town Clerk) and Chris Meek.

**Public:** There were two members of the public in attendance (Sonja and Ashley from Norfolk and Waveney Mind)

**66. Welcome**

The fire evacuation procedure and public right to report were explained and the meeting was welcomed. The Chair offered thanks to the Councillors who attended the meeting.

**67. To receive and consider acceptance of apologies absence**

Apologies received from Cllr Graham Parker

**68. Declarations of Interests and Dispensations**

Cllr Pearce declared that he is appointed Chair of the Gunton Residents' Association and Treasurer of the Jack Rose Old Lowestoft Society. Cllr Brooks declared that she is the appointed Vice Chair of the Gunton Residents' Association and representative on the Market Working Group and Part Organiser of BHM

**69. To consider the draft minutes of the meetings on 27 October 2021**

Cllr Parker wanted to add to the minutes on the 27<sup>th</sup> October 2021 that she would like it recorded a thank you for everyone who has attended the previous events so far such as the South Pier and Excelesior.

Cllr Pearce proposed acceptance of minutes subject to this amendment; seconded by Cllr Wendy Brooks; all in favour.

**70. Public Forum**

No comments were recorded from the public forum.

**71. To consider a project with Norfolk and Waveney MIND (some aspects may be confidential)**

Ashley and Sonja from Norfolk and Waveney MIND gave a brief description of what the organisation is about and how they would like to increase their presence in the Lowestoft area. MIND had an informal discussion with Cllr Green and Pearce about holding an event to follow on from MIND's online "Festival of Kindness event" which was held during lockdown. The representatives from MIND suggested the possibility of music acts, mental first aid stands and so forth. Cllr Pearce and Green suggested MIND should gauge interest further and felt it should be presented to the Council to see their feelings so this collaboration could move forward. Cllr Brooks then spoke about mental health problems in the Harbour and Normanston area and it being one of the most deprived areas in Suffolk. Cllr Brooks also gave her support for this project and maybe collaborating this with climate emergency but acknowledged that she did not want to take the focus from MIND.

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Cllr Pearce talked about using one of Lowestoft Town Council outdoor spaces such as Sparrows Nest to host this event and possibly in the future about having a permanent presence when the Town Hall is completed but did acknowledge this long term thinking. Cllr Pearce discussed that this event could be held between June and September and MIND said they were flexible around times and would work with Lowestoft Town Council. Cllr Barker also said it very important these events are held as well to engage with young people and signpost them in the right direction. Cllr Pearce proposed that this should be treated as a major event, seconded by Cllr Green all in favour.

**72. Finance**

72.1 This was an error and advised by Deputy Town Clerk that this was discussed in previous meeting and agreed. Cllr Barker acknowledged this.

72.2 Deputy Town Clerk Sarah Foote presented a spreadsheet on Screen. Deputy Town Clerk advised that there is currently £4000 in budget but confirmed there still a couple of invoices to come through from Remembrance Event. Cllr Brooks asked if this to cover all events until the end of Calendar, Cllr Pearce advised these monies are not used on major events and they have their own budget.

**73. Events**

73.1 Applications for events on Town Council owned land

73.1 Deputy Town Clerk Sarah Foote gave permission to “Friends of Fen Park” to plant bulbs on 18<sup>th</sup> December in Fen Park.

73.2 To consider the following events:

Cllr Barker wanted to comment on the Remembrance Event was positively received and would like to thank the office staff and the Volunteers involved in arranging this well organised event and showcased the best of Lowestoft.

It was discussed between the committee that they would only cover events upto January 2022 due to time limitations. Everybody in the room were in agreeance. Councillor Pearce proposed, Cllr Brooks seconded all in favour.

Date	Item
Ongoing	Sponsorship of a sporting event- Cllr Pearce discussed about Lowestoft Town council co- sponsoring a schools race possibly with Lowestoft Vision but would need to discuss this sensitively. Cllr Pearce advised liasing with Waveney Athletics Club to scope their feelings on Lowestoft Town Council sponsoring an event. Cllr Pearce proposed this be treated as a major event and delegate this to the officers to investigate further. Cllr pearce propped, Cllr Brooks seconded all in favour
October	Black History Month – Deputy Town Clerk Sarah Foote gave an update on the competition- advised we have updated our social media this week to promote this. Deputy Town Clerk Sarah Foote presented the scoring sheet and everybody in the room were in agreeance. The amount of judges were confirmed as five representatives from Lowestoft Town council, 2reps from High School, 2 from business, 1 from Library. Cllr Pitts advised he would make contact with the sportsperson in conjunction with Black History Month competition.

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27 November	National Tree Week. Tree Council Branching Out Grant – Deputy Sarah Foote gave update on Branching out campaign, confirmed that we have three schools confirmed for sites for Dec1st and Dec 2 <sup>nd</sup> for mid-morning and awaiting comeback from fourth. Cllr Pearce asked if Roman Hill was on list, Chris Meek confirmed not and this was done on first come first served basis, but advised if the fourth party were unable to make this I would make contact with Roman Hill School and give him an update.
4 December	Christmas Light Switch on - This was discussed together with the Christmas Market heading – Deputy Sarah Foote gave update on the stalls for both dates and advised numbers look healthy for both days , there will be a variety of stalls for the public to enjoy but one store had dropped out as from the 4 <sup>th</sup> December . Deputy advised this is has been promoted on our social media platforms and website in conjunction with free parking on both days during certain times. Confirmed that the switch on has been changed from 16.00hrs to 17.00hrs so should be no disruption to traders on the day. Cllr Brooks discussed the barriers around the Christmas Tree and maybe getting a Town Council Christmas Vinyl Banner displayed – it was discussed that a maximum £200 budget and delegation to officers to organise this – Cllr Brooks propose, Seconded by Cllr Pearce all in favour.
December	Kindertransport themed event in Dec 2021 (some aspects may be confidential)Cllr Pearce gave update on this and advised this would go ahead on the set day but were awaiting confirmation from the designer of Plaque but was confident that this would be achieved .
December Markets	Saturday 4 <sup>th</sup> and Saturday 18 <sup>th</sup> (Christmas Market - noting involvement of Market Working Group)
January 2022	Eastern Coach Works commemorating the dual anniversaries of the founding and closure of ( <i>35<sup>th</sup> anniversary of closure January 2022</i> ) – <i>working with</i> East Anglian Transport Museum
13 January 2022	Waller's Raid 80th anniversary commemoration-Cllr Pearce updated Marina Theatre Fee had been paid for donations bar £45 at present .Cllr Pearce discussed about involving the Chemist and Waterstones in this event and arranging Marina Theatre do the refreshments for the event.
27 January 2022	Holocaust Memorial Day including art piece at Railway Station- Cllr Pearce updated that there will be a short film recording; Cllr Pearce has obtained historical old minute books from Ivan Bunn. Cllr Pearce had discussions with Lowestoft Railway Station about installing an art piece but were hesitant to commit to this due to vandalism fears. The committee decided to put art installation hold but still proceed with event.
8 March	International Women's Day
28 May 2022	East Anglian Transport Museum 50 <sup>th</sup>
2/3 June 2022	HM Queen Elizabeth's Platinum Jubilee
June 2022	Festival of Suffolk
June 2022	First Light Festival – early consideration
June 2022	Armed Forces Day – early consideration
June 2022	40 <sup>th</sup> anniversary of Falklands War and commemoration of local service personnel

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May to July 2022	175th anniversary of the coming of the railway to Lowestoft - 1 July 2022 will be the anniversary of the opening of Lowestoft railway station and passenger connection)
September 2022	Great British Beach Spring Clean
September 2022	Heritage Open Days
Friday 11 November	Armistice Day
Sunday 13 November	Remembrance Sunday Parade and Service
19 November 2022	Anniversary Commemoration of the loss of the 'Reclaim' – joint working with ABP, South Pier Lowestoft Ltd and Kessingland Parish Council.

**74. Freedom of the Town**

74.1 Deputy Town Clerk Sarah put forward suggestions to council regarding possibility of an insignia design to be made and for the freedom of town organisations to use this when awarded. Deputy Town Clerk Sarah Foote advised that would need to discuss how an organisation would this and where. The Committee members were receptive to the idea and delegated this to the office to explore further.

**75. Civic Event**

Cllr Alan Green suggested an idea of the civic idea and gave comment on his positive experiences he has had elsewhere. Cllr Brooks was concerned about the religious element to this event but between the members that it would be for the officers to explore a non -religious and religious event give update at next meeting. Cllr Green suggested about maybe incorporating a fundraiser to this event but also the new mayor should be given enough time to raise the profile of their chosen charity.

**76. Communications**

It was decided by the committee to roll over these items for the next agenda

Cllr Pearce proposes, Cllr Brooks seconded: all in favour

76.1 To consider Town Council communications.

76.2 To consider promotional video.

76.3 To consider an Electronic newsletter

76.4 To consider improved use of Lowestoft Library as a communication tool.

**77. Date of next meeting – 15.00 on Wednesday 22 December 2021.**

Cllr Youngman has given her apologies in advance.

Cllr Brooks has given her apologies in advance.

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

Cllr Pearce and Cllr Youngman would like to explore the possibility about incorporating children's event in Lowestoft Town Council calendar.

Cllr Youngman and Pearce would like to discuss the Normanston Skate Park and the possible painting.

**79. To resolve that 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.**

The meeting closed at 14.53