

**Lowestoft Town Council**  
**Meeting of the Events and Communications Sub-Committee**  
**Remote meeting to commence at 15.00 on Wednesday 27<sup>th</sup> January 2021**

**MINUTES**

**Video meeting participants:** Cllrs Alan Green, Andy Pearce, Neil Coleby (Chair) and John Pitts.  
**Also participating:** Sarah Foote (Deputy Clerk) and Sian Maguire (Events and Communications Officer) (ECO)

**210. Welcome**

To welcome the meeting and remind Councillors and members of the public of the right to report and noting the application of the video meeting protocol

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

Apologies were received from Cllr Page, Cllr Barnard & Cllr Hardie were absent. Cllr Taylor has resigned from the committee. Cllr Frost was absent. Cllr Pearce proposed acceptance of apologies received, seconded by Cllr Green and agreed.

**212. Declarations of Interests and Dispensations**

212.1 To receive Declarations of Disclosable Pecuniary and Local Non-Pecuniary Interests from Councillors on items on the agenda. Cllr Pearce declared a local non-pecuniary interest in 215.1 as a member of The Old Jack Rose Society.

212.2 To note written requests for dispensations for Disclosable Pecuniary Interests

**213. Public Forum**

No comments had been received.

**214. To receive any comments and note that the draft minutes of the meeting on 17 December 2020 will be considered at the next appropriate meeting.**

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

**215. Events**

215.1 Commemoration Events of 2020 - to note Town Council events which were postponed due to the covid 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. It was understood that wording was being progressed for memorial plaques and Cllr Pearce to obtain a draft from Christopher Brooks for the memorial plaques in relation to Battle of Dunkirk and Battle of Britain.

215.2 NHS, Social Care & Frontline Workers Day on 5<sup>th</sup> July 2021. The additional information provided for the event was noted and agreed that NHS themed flags to be purchased once exact quantity of flagpoles on LTC property has been determined. This would be further discussed at a future meeting.

215.3 Spring Market 2021. It was noted the provisional date of the Spring Market has been set and this would be further discussed at a future meeting.

**216. Communications**

216.1 Communication of initiatives agreed by Parks and Open Spaces Sub-Committee and other Council Sub-Committees and Committees. It was noted that the Woodland Trust Tree ID mobile app

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would be shared to the Town Council's social media platforms. It was noted that National Big Garden Birdwatch (29-31<sup>st</sup> Jan) would be shared to the Town Council's social media platforms. It was agreed that Cllr Barnard would liaise with ECO the Parks and Open Spaces Committee initiatives that will be of interest to the community. It was noted that the ECO would research upcoming national and international holidays, to develop competitions and community engagement opportunities for the public to partake.

216.2 Other Council communications. It was noted that the 2021-2022 Council Tax leaflet would be finalised by officers and is to be distributed to the community. It was agreed that the upcoming Annual Assembly of the Town poster is to be made and added to noticeboards.

**217. Date of next meeting – Wednesday 24<sup>th</sup> February 2021 at 3.00pm**

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

Close Meeting: 15:49