

Lowestoft Town Council Events and Communications Sub-Committee

For the attention of all Sub-Committee Members

You are summoned to attend a meeting of the Events and Communications Sub-Committee of Lowestoft Town Council at 13:00 on Wednesday 23 February 2022 at Hamilton House, Battery Green Road, Lowestoft NR32 1DE.

The meeting is open to the public and press to attend and those attending the meeting shall be informed that the meeting may be reported on (including recording, photographing and filming). This does not apply to confidential items. Comments can also be submitted regarding any item on the agenda in advance of the meeting. Members of the public can join the meeting remotely via the following link: <https://us02web.zoom.us/j/83059229517>. The meeting can also be observed via the following link: <https://youtu.be/7odiK2hb1kk>

In providing any comments members of the public accept that, where they are suitable, they may be considered at the meeting and published in our minutes. Any individual submitting the comments should ensure that their name, address and contact details are included in their communication and should note that anonymous submissions will not be accepted. Members of the public accept that their name may be noted and recorded at the meeting. However, their contact details will not be noted and reported publicly.

Councillors must register relevant interests and declare them at a meeting if they have such an interest in a matter to be considered. Under the Localism Act 2011, a councillor with a **disclosable pecuniary interest** in a matter on the Agenda cannot take part or vote on that matter, unless they have been granted a dispensation. Under the Council's Code of Conduct, a councillor must leave the meeting room if they have such an interest, unless they have been granted a dispensation. There may be other interests or matters in which councillors might be considered to be biased or predetermined in which cases they will need to consider whether they should be present.

The Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity as part of relevant decisions.

To help prevent the spread of Covid-19, all attendees should bring their own refreshments, their own pen for signing in, and should dress appropriately given the need for increased ventilation on the site. Every person attending should make their own risk assessment of the advisability of attending and/or any measures they should take individually to ensure their safety.

S S Bendix

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Shona Bendix, Clerk
15 February 2022

Lowestoft Town Council
Meeting of the Events and Communications Sub-Committee
Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
13.00 on Wednesday 23 February 2022

AGENDA

94. Welcome

To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public of the right to report.

95. To receive and consider acceptance of apologies absence

96. Declarations of Interests and Dispensations

96.1. To receive Declarations of Disclosable Pecuniary and Non-Pecuniary Interests from Councillors on items on the Agenda and to note that there are no written requests and grants of dispensations for Disclosable Pecuniary Interests

97. To consider the draft minutes of the meetings on 22 December 2021

98. Public Forum

- 98.1. An opportunity for the public to make comments on any matters on this agenda and to consider any advance comments from the public.
 98.2. To receive comments from the Lowestoft Scores Race event organisers.

99. Finance

- 99.1. To monitor expenditure by the sub-committee from its delegated budget
 99.2. To consider payment of expenses relating to Holocaust Memorial Day Service (some aspects may be confidential)

100. Events

- 100.1. Any applications for events on Town Council owned land which need sub-committee consideration
 100.2. To receive a report of permissions granted for events on Town Council owned land:
 11 June 2022 – Friends of Kensington Gardens, Kensington Gardens Centenary
 100.3. To review the Holocaust Memorial Day Service of 27 January 2022
 100.4. To consider arrangements and budget allocation for public event at Sparrows Nest to mark the start of the Queen’s Platinum Jubilee.
 100.5. To consider the following timetable of events:

Table 1 - Schedule of events

Date	Item
8 March	International Women’s Day - Consideration and decision on content (with a Lowestoft focus) to go out on or before 8 March on social media. IWD forward planning items for 22/23.
28 May 2022	East Anglian Transport Museum 50 th
5 June 2022	World Environment Day
June 2022	Festival of Suffolk
June 2022	Summer Solstice Cycle Ride
June 2022	First Light Festival – early consideration

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Date	Item
June 2022	Armed Forces Day – early consideration
June 2022	40 th anniversary of Falklands War and commemoration of local service personnel
May to July 2022	175 th 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)
July or August	Norfolk and Waveney MIND event (including Climate aspects)
Sunday 28 August	Scores Race (25 th anniversary race). To consider Town Council sponsorship.
September 2022	Great British Beach Spring Clean
September 2022	Heritage Open Days
24 September to 2 October	Great Big Green Week to incorporate climate event
October 2022	Black History Month
7 to 18 November 2022	COP27
Friday 11 November 2022	Armistice Day
Sunday 13 November 2022	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.

101. Events for consideration and timetabling

- 101.1. To consider the introduction of a Civic Event during 2022
- 101.2. A children's event
- 101.3. Artwork at Normanston Park including a competition element.

102. Communications

- 102.1. To note appointment of Communications Officer (some aspects may be confidential)
- 102.2. To consider Town Council communications
- 102.3. To consider promotional video
- 102.4. To consider an Electronic newsletter.

103. Date of next meeting – 15.00 on Wednesday 27 April 2022

104. Items for the next Agenda and Close.

- 105. 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.**