

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 Thursday 25 November 2021.

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 submitting 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/83782642424>. The meeting can also be observed via the following link: <https://www.youtube.com/watch?v=tj3glhd4UXg>. *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 also 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
17 November 2021

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

AGENDA

66. Welcome

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

67. To receive and consider acceptance of apologies absence

68. Declarations of Interests and Dispensations

68.1 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

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

70. Public Forum

An opportunity for the public to make comments on any matters on this agenda and to consider any advance comments from the public.

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

72. Finance

72.1 To consider thresholds for delegations to the Clerk for time urgent, emergency and general expenditure.

72.2 To monitor expenditure by the sub-committee from its delegated budget

73. Events

73.1 Applications for events on Town Council owned land

73.1a To receive a report of permissions granted for events on Town Council owned land.

73.2 To consider the following events:

Date	Item
Ongoing	Sponsorship of a sporting event
October	Black History Month – to agree arrangements for judging and award of prizes
27 November	National Tree Week. Tree Council Branching Out Grant – to consider arrangements/events for the planting of trees provided via this grant.
4 December	Christmas Light Switch on
December	Kindertransport themed event in Dec 2021 (some aspects may be confidential)
December Markets	Saturday 4 th and Saturday 18 th (Christmas Market - noting involvement of Market Working Group)
January 2022	Eastern Coach Works commemorating the dual anniversaries of the founding and closure of (35 th anniversary of closure January 2022) – working with East Anglian Transport Museum
13 January 2022	Waller's Raid 80th anniversary commemoration
27 January 2022	Holocaust Memorial Day including art piece at Railway Station
8 March	International Women's Day

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28 May 2022	East Anglian Transport Museum 50 th
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 th anniversary of Falklands War and commemoration of local service personnel
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 To consider a communications policy for use of Freedom of Town insignia for title holders.

75. Civic Event

To consider the introduction of a Civic Event during 2022.

76. Communications

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.

78. Items for the next Agenda and Close.

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.