

# 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 10:00am on Wednesday 24 August 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 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/86598062002> . The meeting can also be observed via the following link: <https://youtu.be/we3Gemj6oi0>

*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  
17 August 2022

**Lowestoft Town Council**  
**Meeting of the Events and Communications Sub-Committee**  
**Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**10.00am on Wednesday 24 August 2022**

**AGENDA**

**15. Welcome**

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

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

**17. Declarations of Interests and Dispensations**

17.1. 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.

**18. To consider the draft minutes of the meetings on 22 June 2022**

**19. Public Forum**

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

**20. Finance**

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

**21. Events**

21.1. Any applications for events on Town Council owned land which need sub-committee consideration.

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

21.3. To consider the following timetable of events:

*Table 1 - Schedule of events*

Date	Item
9-18 September 2022	Heritage Open Days – to note arrangements for Town Hall
24/25 September 2022	Great Big Green Weekend
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'
12 December 2022	Kindertransport event (some aspects may be confidential)
Friday 27 January 2023	Holocaust Memorial Day
8 March 2023	International Women's Day
23 February to 5 March 2023	Possible Fairtrade Event

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**22. Events for consideration and timetabling**

- 22.1. To consider the introduction of a Civic Event.
- 22.2. To consider a Pride event during 2023.
- 22.3. To consider an event for Lowestoft Ladies 1982 FA Cup Win.
- 22.4. To consider an event for the 90<sup>th</sup> Anniversary Town Hall Riots in May 2023.

**23. Communications**

- 23.1. To receive an update from the Communications Officer.
- 23.2. To consider Implementation of the Community Engagement Policy, particularly any barriers to engagement.

**24.** To consider how to progress the installation of Heritage Plaques particularly budget and permission requirements and the formation of a Working Group.

**25.** To review and align the community hall hire booking form and event application form in respect of safeguarding requirements.

**26.** To review the event application form and permissions relating to the erection and siting of inflatables.

**27. Date of next meeting – 10am on Wednesday 26 October**

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

**29. 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.**