

**Lowestoft Town Council**  
**Meeting of the Events and Communications Sub-Committee**  
**Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**10.00am on Wednesday 28 June 2023**

**MINUTES**

**Present:** Cllrs Sonia Barker, Wendy Brooks, John Pitts, Andy Pearce, Bernie Rappensberger and Elise Youngman.

**In Attendance:** Christopher Meek (Office Administrator), Michael Winter (Communications Officer)

**Public:** Three members of public were in attendance (in person) – two representing Armed Forces Day, one to report on the Witches Memorial and Seafarers memorial

**1. To appoint the Chair of the Events and Communications Sub- Committee**

Cllr Pearce proposed Cllr Barker as Chair, seconded by Cllr Youngman, five in favour, one abstention.

**2. Welcome**

The fire evacuation and public reporting procedures were explained, and the meeting was welcomed.

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

No apologies were received.

**4. Declarations of Interests and Dispensations**

4.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda.

Cllr Pearce declared that he was a member of the Town Hall Project Board; Cllr Youngman declared that she was a member of the Town Hall Project Board and that she had proposed the 'Rock and Roll' event; Cllr Brooks declared that she was a member of Town Hall Project Board and that she had an interest in the Black History Month Competition; Cllr Barker declared that she was a member of the Town Hall Project Board and that she had been invited to open the recent Armed Forces Day.

4.2 To consider written requests for dispensations for interests and note dispensations granted.

No requests had been received.

**5. To consider the draft minutes of the meeting on 26 April 2023**

Cllr Brooks proposed to approve the minutes, noting that the next agenda should include a review of International Women's Day; seconded by Cllr Pearce; all in favour.

**6. 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.

Cllr Barker welcomed the members of public that were present and suggested moving Agenda Items 10.3, 12 and 13 to the public forum.

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Item 10.3 – Two representatives from Armed Forces Day gave a short report on the recent event that had seen 4,500 people in attendance. It was reported that Lady Clare (Lord Lieutenant of Suffolk) had expressed wishes for Lowestoft to put forward a bid to host the National Armed Forces Day event in 2025 however, the current Armed Forces Day Committee who are a private, volunteer group, would be unable to put in a bid. The representatives proposed that their committee steps away and hands over the arrangements to Lowestoft Town Council who could put in a bid.

Cllr Brooks asked whether the current Armed Forces Day committee would be able to advise on the arrangements. It was confirmed that they would be happy to help out and give their contacts over to help with the bidding process and further arrangements.

Cllr Pearce confirmed that the Town Council had been previously asked to submit a national bid however there would need to be a multi-agency approach with a steering group.

The representatives confirmed that the national event would take place over five days, rather than the current one which would mean that other venues, other than Royal Green, would need to be considered for health and safety reasons and with the increased footfall and media coverage a national event would have. It was suggested that the model used by Falmouth in 2023 for their national event could be used as an example. A preference towards the main event taking place at Normanston Park was given by the representatives. It was confirmed that, if awarded, the event would receive £25,000 from the Armed Forces to deliver the event and would include a royal visit. The bid winner is announced on the year before so an application would need to be completed by June 2024. It was noted that this year's one day event in Lowestoft cost £42,000.

Cllr Pearce proposed that we proceed with putting a bid together for 2025 with a delegation to Officers to contact other agencies and to give thought to what budget was needed; seconded by Cllr Brooks; all in favour.

It was noted that there would be no Armed Forces Day 2024 in Lowestoft due to the proximity of the D-Day Anniversary commemorations.

The Armed Forces Day Committee wished to thank Lowestoft Town Council for their contribution to the event this year which helped make the event happen.

*The two members of public left the meeting at 11:24.*

Item 12 – A member of public, representing the Port of Lowestoft Research Society (PLRS), gave some background on the Seafarers Memorial. It was reported that the PLRS gave support to the idea but did not think that it would be possible to have all the names of individuals who lost their lives at sea. They considered it more feasible to have all the names of the boats that were lost. The PLRS's preference would be for the memorial to be somewhere conspicuous and on land owned by Lowestoft Town Council.

Cllr Pearce raised that the size, material and location of the memorial would be dependent on how many names are listed and asked whether there was an existing database of names that could be used. The member of public responded that there was no existing database but that there were some records available however, the PLRS was conscious that the memorial should

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be a “catch all” and not miss anyone accidentally. Some ideas they had suggested were Compass Street Pocket Park or near to the Maritime Museum in Sparrows Nest.

CLlr Brooks asked whether Links Road Car Park could be considered. The member of public suggested that this might be too inconspicuous. There was also a preference for the memorial to include wording to the effect of “Fishermen, Seafarers and xxxxxxxx of Lowestoft and District”.

CLlr Pearce proposed that the memorial should go ahead, guided by recommendations from the member of public, with communications set up with the PLRS to help out; seconded by CLlr Brooks; all in favour.

The member of public suggested that they would talk to the PLRS to help set up a steering group for this project. Town Council Officers agreed to email the member of public following the meeting to summarise the decision.

CLlr Brooks also asked whether it was possible for the Town Council to have a formal representative on the PLRS. The member of public suggested that this would need to be put to the Chair and Secretary of the Society to see how they would best link to proceed with this. CLlr Pearce suggested that the member of public should be our current point of contact until a more formal setup was agreed.

Item 13 – the member of public gave a brief background on this idea. His initial idea was to have a memorial plaque on a tree that stands where a witch’s house once was however, he now thought that a more prominent memorial in the town would be suitable. Care would need to be taken on how the memorial should be worded with it avoiding “In memory of...”. It was noted that this monument might attract modern-day witches who currently gather around the witches stones in Belle Vue Park annually. CLlr Brooks gave a preference to the names of the women to be remembered rather than commemorating them as witches. CLlr Brooks also suggested that the Triangle Market might be an ideal location. This was agreed by the member of public.

*The Town Clerk briefly entered the room at 10:54.*

CLlr Pearce proposed to proceed with the memorial idea with the member of public to advise on the inscription wording; seconded by CLlr Barker; all in favour.

*The member of public left the meeting at 10:58.*

**7. To consider Sub-Committee arrangements:**

7.1. To note the membership of the Events and Communications Sub- Committee.

It was noted that the membership consisted of each Councillor present with CLlr Parker also expressing an interest in being a member.

7.2. To appoint the Deputy Chair of the Events and Communications Sub- Committee.

CLlr Pearce proposed CLlr Rappensberger as Deputy Chair, seconded by CLlr Youngman; five votes in favour, one abstention.

7.3. To review and adopt the terms of reference.

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This item was swapped with item 7.4 as item 7.4 would influence any changes to the terms of reference.

- 7.4. To consider a recommendation from Assets, Inclusion and Development Committee on this Sub-Committee's meeting schedule.

It was noted that Assets' Inclusion and Development Committee had made a recommendation for this sub-committee to meet once a month. Cllr Pearce proposed to endorse this recommendation, seconded by Cllr Barker; all in favour.

Cllr Pearce also proposed for meetings to stay at 10am on a Wednesday with officers to liaise with Cllr Barker to avoid any external commitments, seconded by Cllr Youngman; all in favour.

Item 7.3 – Cllr Pearce proposed to accept the Term of Reference in line with the agreed changes to the meeting schedule, seconded by Cllr Barker, all in favour.

- 7.5. To note the delegated budget.

It was agreed that this would be reviewed at the next sub-committee meeting.

### 8. Finance

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

It was agreed that, as this was linked to item 7.5, this would also be reviewed at the next sub-committee meeting.

### 9. Events

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

There were no applications needing consideration.

- 9.2. To receive a report of permissions granted for events on Town Council owned land. Officers updated Sub-Committee members on permissions granted for the continuation of Catch 22 sports activities, the Lowestoft Tennis Club Championship and a Bands of Hope and Glory event in Sparrows Nest.

- 9.3. To receive an update from the Town Hall Project coordinator.

A report was circulated before the meeting with Cllr Barker gave an overview of. Cllr Brooks commented that she had reservations with the plans about how they would engage with a wider breadth of people. Cllr Pearce commented that this was a summer presence to keep the activities going during the interim between project phases. Cllr Pearce asked if they could also attend the MIND Festival of Kindness event. Cllr Pearce proposed to endorse the plans and give approval for the Town Hall Project to attend the events with the feedback from this committee passed on, seconded by Cllr Barker; four in favour, two abstentions.

Officers raised that the planned events are taking place in the same locations so other locations could be looked into.

Cllr Brooks asked for clarification on whether the budget given in the report included salaries. It was confirmed in the meeting by officers that this was correct.

Officers were asked to look into the availability of the Town Hall for HODs events.

- 9.4. To review and consider the following timetable of events:

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Table 1 - Schedule of events

Date	Item
7 May 2023	<p><b>Coronation Concert</b>            Cllr Brooks commented that this event was very successful with a food turn out. Both Cllr Youngman and Cllr Barkers thanked staff and councillors for their work on the day.            Officers also passed on thanks received from the Royal British Legion who were thankful for their involvement in the event.</p>
28 July -6 August 2023	<p><b>Love Parks</b>            The Communications Officer summarised the meeting paper that had been circulated. Cllr Brooks commented that some more emphasis on the environment would be good, The Communications Officer confirmed that this would be taken into account with some of the online promotion.</p> <p>Cllr Pearce proposed to accept the recommendations in the report, with a delegated budget of £1500 for officers to deliver the events and publicity, seconded by Cllr Brooks, all in favour.</p> <p>Cllr Brooks suggested that the noticeboards could be used for environmental issues. Officers agreed that this would be looked into where appropriate.</p>
5 August 2023	<p><b>Pride Event</b>            Officers gave feedback on the positive comments received so far thanks to engagement with local community groups.</p> <p>Officers also updated Councillors on a £500 donation received from Brid's Eye for publicity material. Cllr Pearce proposed acceptance of this donations, seconded by Cllr Brooks; all in favour.</p>
26 August 2023	<p><b>Norfolk and Waveney Mind and Wellbeing Event</b>            Officers gave a brief update on conversations with MIND who are organising the event.            Cllr Pearce suggested passing on details of Lowestoft Rising and Waveney Disability Forum who might like to be involved. Cllr Brooks also suggested Lowestoft Community Hub.</p>
8 to 17 September 2023	<p><b>Heritage Open Days</b>            Cllr Pearce updated the Sub-Committee that a HODS committee meeting had been arranged and that it had been suggested for the Town Council's Communications Officer to attend. Cllr Pearce confirmed that he would ask the committee to get in touch.</p>

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October 2023	<p><b>Black History Month 2023</b>  Officers gave feedback on contact with schools who are now awaiting further competition guidelines. It was noted that schools holidays start in a few weeks so any communications would need to be sent soon.</p> <p>Cllr Brooks commented that she would like to see the writing competition focus on fiction (such as poetry or short stories) with strong black characters. Cllr Pearce commented that the art and writing competitions could not be judged in the same way. Cllr Pearce also proposed for the competition budget to be increased to £1250 to accommodate the additional competition.</p> <p>Cllr Pitts commented that the member of public involved in judging in previous years was interested in being involved again this year. Officers asked if the contact details could be passed on to the Office.</p> <p>Cllr Barker suggested that the competition could be publicised at various summer events taking place.</p> <p>Cllr Pearce proposed a delegation to staff to draft up the Terms and Conditions of the competition alongside the member of public, seconded by Cllr Brooks; all in favour.</p>
11 November 2023	<p><b>Armistice Day</b>  Cllr Pearce raised that he would be interested in being present at one of the separate, smaller events on Armistice Day, subject to Councillor availability at the locations.</p>
12 November 2023	<p><b>Remembrance Sunday and Parade Event</b></p>
6 June 2024	<p><b>80 D-Day Anniversary</b>  Cllr Pearce suggested that the member of public's offer for assistance with this event should be followed up.</p>

**10. Events for consideration and timetabling**

**10.1. To consider a Rock and Roll event in 2024.**

Cllr Youngman gave background information on this idea. Cllr Pitts agreed that themed events are good however this type of event might involve a lot of work. Cllr Brooks suggested that this event may need the assistance of another partner.

Cllr Pearce suggested that this event could be a major event for 2024, possibly taking place in the first weekend in August. It was raised that this is when Pride is taking place so another date would be preferable. Cllr Pearce proposed a recommendation to Finance and Governance Committee or Full Council for this to be a budgeted as a major event in 2024, with details on dates to be discussed, seconded by Cllr Youngman; five in favour, one abstention.

**10.2. To consider a competition for a mural on the seawall at North Denes.**

It was suggested to move this item to the next meeting. Cllr Brooks raised that this had already been discussed at the Assets, Inclusion and Development Committee so it wasn't

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crucial for it to be discussed here. Cllr Pearce confirmed that the item was here for the competition element.

- 10.3. To consider joint venture working to submit a bid for Lowestoft to host National Armed Forces Day.

It was noted that this was discussed earlier in the public forum and no other discussion was necessary.

- 10.4. To consider a Climate Event.

It was agreed for this item to go to the next meeting.

*Cllr Pearce proposed to suspend Standing Orders 3Y for 15 minutes, seconded by Cllr Barker; all in favour.*

### 11. Communications

- 11.1. To receive a report from the Communications Officer, including analytical data.

The Communications Officer gave a summary of the report that had been circulated. Cllr Pearce commented that the Town Council was heading towards giving an equal weighting to online, mass-media communications, and one-to-one communications and would like to see this momentum continue.

- 11.2. To give early consideration on development of our website.

The Communications gave a brief overview on an initial exploration into changing the Town Council's website provider to develop the website to be more interactive and in keeping with the Town Council's brand.

Cllr Brooks agreed that the current website is functional but could be more engaging for the public. Cllr Pearce agreed with having an emphasis on the website being more public-facing.

*Cllr Pitts left the meeting at 12:13*

Cllr Pearce proposed to endorse the paper and have a delegation to Officers to continue looking into future website provision with the information going to Assets, Inclusion and Development Committee in August, seconded by Cllr Brooks; all in favour.

- 11.3. To receive and consider a report regarding the possible transfer of the Lowestoft Borough Coat of Arms to Lowestoft Town Council.

It was agreed to defer this to the next meeting. Cllr Pearce suggested that the proposal in the report to delay until the next financial year should be looked into with work starting on the transfer sooner.

- 11.4. To consider use and maintenance of LTC owned noticeboards.

It was agreed to defer this to the next meeting.

- 11.5. To receive an update on IT provision.

It was agreed that this would be a standing item at every meeting but that it could be deferred to the next meeting.

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- 12. To receive an update on the memorial to all Lowestoft boats and Seafarers lost at sea down the years.**

This was considered earlier in the meeting in the public session. There were no further discussions necessary.

- 13. To consider a recommendation to AID committee for a memorial to the Lowestoft Witches.**

This was considered earlier in the meeting in the public session. There were no further discussion necessary.

- 14. Date of next meeting – 26<sup>th</sup> July at 10am.**

It was agreed that the next meeting would be on Wednesday 26<sup>th</sup> July at 10am, in-line with the discussions on meeting schedules that took place earlier in the meeting.

- 15. Items for the next Agenda and Close.**

It was agreed to include the review of the past events, including International Women’s Day, and other items that had been deferred. Cllr Youngman asked for a Christmas Market to go on the next agenda.

- 16. 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.**

Meeting closed at 12:20

Signed.....

26 July 2023