

Lowestoft Town Council Events and Communications Sub-Committee

For the attention of all Sub-Committee Members

You are summoned to attend a meeting of Events and Communications Sub-Committee Meeting of Lowestoft Town Council at 10.00am on Wednesday 28 February 2024, at **First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE.**

The meeting is held in accessible premises and open to the public and press to attend. Those attending 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/87437289940> The meeting can also be observed via YouTube on the following link: https://youtube.com/live/DZVHRR_Qpgo .

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 **relevant interests** in matters on the agenda cannot take part or vote on those matters, 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 case they will need to consider whether they should leave the room.

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 infectious diseases, all attendees should consider the safety of others, make their own risk assessment of the advisability of attending and consider measures they should take to ensure their own safety.

Regards,

S. Foote

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Sarah Foote, Acting Town Clerk
26 February 2024

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 February 2024

AGENDA

- 100. Welcome**
 To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public of the right to report.
- 101. To receive and consider acceptance of apologies absence.**
- 102. Declarations of Interests and Dispensations**
 102.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda.
 102.2 To consider written requests for dispensations for interests and note dispensations granted.
- 103. To consider the draft minutes of the meeting on 24 January 2024**
- 104. 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.
- 105. Finance**
 a. To monitor expenditure by the sub-committee from its delegated budget.
- 106. Events**
 a. To consider any applications for events on Town Council owned land:
 i. Kensington Gardens – First Light Festival

 b. To receive a report of permissions granted for events on Town Council owned land.
 c. To review and consider the following timetable of events:

Table 1 - Schedule of events

Date	Item
27 January 2024	Holocaust Memorial Day
8 March 2024	International Women’s Day
30 March 2024	Easter Market
28 April 2024	Suffolk Wildlife Trust Eco Event
28 May 2024	Belle Vue 150 Year Anniversary
6 June 2024	80 D-Day Anniversary
14-16 June 2024	Big Green Weekender “Climate Event”
22 June 2024	First Light Festival
6 July 2024	Lowestoft Fairtrade Event
3 August 2024	Lowestoft Pride
24 August 2024	Rock N Roll Festival
September 2024	Heritage Open Day
October 2024	BHM 2024
10 November 2024	Remembrance Service and Parade

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Date	Item
11 November 2024	Armistice Day
6 February 2025	Boston Pionair Loss

107. Events for consideration and timetabling

- a. To receive an update on the memorial to Lowestoft boats and seafarers lost at sea.
- b. To consider an event for National Fishing Remembrance Day 2024 (12th May 2024)
- c. To consider a civic event.
- d. To receive an update on National Armed Forces Day 2025 bid.
- e. To consider a Putting charity championship competition.
- f. To approve budget for Easter Market.
- g. To consider event for Victory in Japan 2025 (Friday 15 August)
- h. To consider event for Victory in Europe 2025(Thursday 8 May)

108. Communications

- a. To receive an update on IT provision.
- b. To consider a corporate strategy for communications.

109. Date of next meeting – Wednesday 27 March 2024 10:00am

110. Items for the next Agenda and Close.

111. 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.