

**Lowestoft Town Council**  
**Meeting of the Events and Communications Sub-Committee**  
**Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**10.00am on Wednesday 27 March 2024**

**Minutes**

**Present:** Cllrs Sonia Barker, Wendy Brooks, Jen Jones, Andy Pearce (arrived at 10:01) and Bernie Rappensberger

**In attendance:** Christopher Meek (Events and Administration Officer) and Michael Winter (Communications Officer)

**Public:** Three members of public present, including a representative from the Norfolk and Waveney MIND and Fisherman's Mission.

**112. Welcome**

The fire evacuation and reporting at meetings protocols were read out and the meeting was welcomed.

*Cllr Pearce entered the meeting at 10:01*

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

Apologies with reasons were supplied by Cllrs Pitts and Youngman. Cllr Jones proposed acceptance of the apologies, seconded by Cllr Rappensberger, all in favour.

**114. Declarations of Interests and Dispensations**

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

Cllrs Brooks and Barker declared that they are members of Suffolk Wildlife Trust.

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

None were received.

**115. To consider the draft minutes of the meeting on 28 February 2024**

Cllr Pearce proposed acceptance of the minutes, seconded by Cllr Rappensberger; all in favour.

**116. 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 proposed to move forward items 119a and 119b, followed by National Fishing Remembrance Day event in 118. This was seconded by Cllr Jones; all in favour.

Item 119a – Cllr Barker welcomed the representative from Norfolk and Waveney MIND who gave a presentation. The representative gave some background information on MIND which is a national brand with regional branches responsible for their own funding. The representative gave a presentation about the Festival of Kindness and stated their gratitude for the event that took place in 2023 and the support that the Town Council gave for it. The event was well received, despite the weather, and feedback from the event was that its ethos was well reflected. MIND would like to build on the success of this event and hold another on the

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August Bank Holiday Monday in Sparrows Nest Gardens in order for it to not clash with the Town Council's "Rock 'n' Roll Festival". The event would include a variety of music, art and activities and would include collaborations with other charities in order to help signpost to these.

Cllr Brooks praised the 2023 event and commented that the issue of mental health, especially in young people, is regularly brought up. Cllr Brooks suggested that officers should pass on the contacts for local colleges, Suffolk Wildlife Trust and community groups.

Cllr Pearce commented that mental health and crisis prevention was a regularly topic of conversation with residents. Cllr Pearce asked if the event budget would be similar to the 2023 event. The MIND representative confirmed that it would be. Cllr Pearce asked if there would be any issues with the event happening two-days after another event. Officers confirmed that this had been discussed internally and that no issue was envisaged.

Cllr Brooks asked if there was any possibility for the event to take place on the following weekend. Cllr Pearce suggested to propose support of the event and leave the scheduling discussions with Officers and MIND organisers.

Cllr Barker proposed to officially support a Festival of Kindness event in 2024. Cllr Pearce asked for an amendment to the proposal to include the budget with a recommendation for the event's budget to be agreed by the Finance and Governance Committee if it was under £10,000 or Full Council if over £10,000\*. Cllr Barker agreed to add this to her proposal. This was seconded by Cllr Pearce; all in favour.

*The representative from MIND left the meeting at 10:21*

Item 119b – Cllr Barker invited the member of public to present. The presentation was about offering a bespoke coach tour in Lowestoft. The member of public gave details of the tours contents with a number of landmarks in and around Lowestoft being visited on a day-long tour at a cost of £50 per head. The member of public asked is the Town Council would be able to run the tours or give its support.

Cllr Brooks commented that she liked the idea but thought that the cost was prohibitive and was not in favour of the tour being inaccessible and not suitable for children. Cllr Brooks also commented that the Town Council would not be able to support a commercial enterprise.

Cllr Pearce also questioned the cost of the tour and commented that liaison with local landmarks would be needed to ensure that someone was able to give a short talk. Cllr Pearce also commented that the Town Council would not currently be able to run the tours but that there had been conversations in the past about running heritage tours.

Cllr Rappensberger asked the member of public who the tour would be aimed at.

The member of public clarified that the cost of the tour included lunch and booking of the coach, driver and the tour. They commented that it was not aimed at a mass audience but would give a chance for visitors to see some of Lowestoft's hidden gems. They confirmed that

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\* The £10,000 budget figure was later clarified to be £5,000 at item 118 in this meeting (under the Rock 'n' Roll Festival item) to match the figure for the event in 2023.

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they had already spoken to the different locations who would be supportive of the tours and would be happy to open up especially for them. The tours themselves would be focused towards people with an interest in this type of heritage tour with the aim of boosting tourism. It was noted that although the tours wouldn't explicitly exclude people there were some practicalities with the coaches and locations that may.

Cllr Pearce reiterated that he was supportive of the idea but was unsure what support the Town Council could offer. The Town Council would not be able to support directly but may be able to offer a grant to help support participation and accessibility. Cllr Pearce asked if the member of public could take the comments onboard and flesh out the concept so that the Town Council could further consider any support it could offer.

The member of public commented that the Town Council would not take on the liability of the tours but would be helping with planning and administration. Cllr Pearce asked if this could form part of the concept to inform further discussions.

Cllr Pearce proposed support of the concept in principal, seconded by Cllr Brooks, all in favour.

*The member of public left meeting at 10:43.*

National Fishing Remembrance Day – 12<sup>th</sup> May 2024 – Cllr Barker invited the representative from the Fisherman's Mission to give an update on the event. The representative commented that a draft service plan was in place which would be similar to other commemorative services and that other maritime charities were also planning to be present at the event on the South Pier.

Cllr Pearce declared that he was a representative on the South Pier Management Committee.

Cllr Brooks asked what the Town Council could offer. The member of public commented that help was needed with seating, a PA system and gazebo cover. They commented that, with the event being short, there was little need for a wet weather alternative venue however, some shelter would be welcomed.

Cllr Pearce suggested that the office could share their contacts with ABP who could help with the logistics of seating and could advise on event safety as the landowner.

Cllr Brooks asked whether refreshments afterwards had been considered. The member of public commented that they were concerned about the costs but would be happy to offer tea and biscuits.

Cllr Pearce proposed for a maximum budget of £700 from the 2024/25 events budget to help cover costs including a PA system and refreshments. This was seconded by Cllr Rappensberger, all in favour.

The Events and Administration Officer confirmed that they would pass on some contacts for the event. The member of public asked if the Town Council would like to be included on the service sheet and poster. It was confirmed that acknowledgment of support would be welcome.

Cllr Rappensberger asked if posters could be circulated for noticeboards and a press release go out for The Journal.

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*The member of public left at 10:57.*

**117. Finance**

a. To monitor expenditure by the sub-committee from its delegated budget.  
The budget sheet was displayed and noted.

**118. Events**

a. To consider any applications for events on Town Council owned land.  
There were none for consideration.

b. To receive a report of permissions granted for events on Town Council owned land.  
The Events and Administration Officer confirmed that permissions had been given for the Lowestoft Lions Easter event in Sparrows Nest and for Catch 22 to run summer events for Gunton Community Park and Normanston Park.

c. To review and consider the following timetable of events:

*Table 1 - Schedule of events*

Date	Item
8 March 2024	<p><b>International Women’s Day</b></p> <p>Cllr Brooks thanked Officers for organising the event. Cllr Brooks commented that she would have liked to have heard some speakers and to have had the opportunity to speak and wondered if there could be a focus for the day with the Town Council making a commitment to something such as reducing domestic violence, equal pay or mental health. Cllr Barker commented that the event was well supported and did include some speakers. Cllr Brooks commented that a timed plan for the day to let people know what was going on would be a good idea.</p> <p>Cllr Pearce commented that the event went well and showed a need for this type of event. Cllr Pearce also commented that it was good that the event took place outside of the Town Centre and asked if it was possible for a market in 2025 or a musical event alongside the forum.</p> <p>Cllr Brooks asked if the Town Council’s IWD video from 2022 could have been showed on a loop in the background. The Communications Officer said this was possible but the practicalities would need to be looked at as the equipment needed would reduce the number of stalls.</p> <p>Cllr Brooks asked if the film could be re-edited and proposed to approach the original video editor to see if they would be willing to do the work and what their budget might be. This was seconded by Cllr Barker; all in favour.</p>

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Date	Item
28 April 2024	<b>Suffolk Wildlife Trust Eco Event</b> The Town Council's attendance at this event had been confirmed and Officers reported that they just needed to confirm the availability of Councillors willing to attend so that a rota could be put together.
12 May 2024	<b>National Fishing Remembrance Day</b> This event was discussed in the public forum.
28 May 2024	<b>Belle Vue 150 Year Anniversary</b> The Events and Administration Officer reported that officers were looking into this event having a Victorian theme. The Communications Officer commented that promotional material for historic and current photos would be going out shortly.  Cllr Pearce asked if the event and promotion could highlight the work being undertaken. The Communications Officer commented that the event would look to mark the park's history and celebrate its future.
6 June 2024	<b>80 D-Day Anniversary</b> The Events and Administration Officer reported that music performers had been confirmed and that a sound tender had been sent out. A number of local stakeholders have also confirmed attendance including the armed forces, who would be bringing some military vehicles, and the museums who will be opening later. A further meeting with the steering committee would be taking place after Easter for final arrangements.
14-16 June 2024	<b>Big Green Weekender "Climate Event"</b>  <i>Cllr Jones briefly left meeting at 11:20</i>  The Events and Administration Officer reported that they will be having a further meeting with East Coast College to discuss the Friday event. Stallholders for the Saturday event are being confirmed from a wide range of organisations whilst the event on the Sunday in Kensington Gardens would also include a range of different organisations.
22 June 2024	<b>First Light Festival</b>  There were no additional comments made on this item.

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Date	Item
6 July 2024	<p><b>Lowestoft Fairtrade Event</b></p> <p>Cllr Brooks commented that the Fairtrade steering group were looking to make the event bigger this year and thinks that the Town Council should support the event by helping bring the guest speaker over.</p> <p>Cllr Pearce commented that he had seen the proposed cost and would be happy to help support the event considering that 2024 is a big anniversary year. The Events and Administration Officer clarified that the steering group were looking for a maximum contribution of £700 from the Town Council.</p> <p>Cllr Pearce proposed a budget of £700 for the event, seconded by Cllr Barker; all in favour.</p> <p><i>Cllr Jones returned to the meeting at 11:26</i></p>
3 August 2024	<p><b>Lowestoft Pride</b></p> <p>Officers confirmed that they would be increasing promotion of the vent after the D-Day event. This would include mini-events around the town.</p>
24 August 2024	<p><b>Rock N Roll Festival</b></p> <p>The Events and Administration Officer reported that a callout for retro and vintage stallholders had gone out to support the event.</p> <p>Cllr Pearce clarified that, on the subject of the Festival of Kindness event taking place on 26 August 2024, he inadvertently said the event budget was £10,000 but meant to say £5000 to match with the budget for the 2023 event. This would therefore no longer need to go to Finance and Governance Committee or Full Council for approval. Cllr Pearce proposed to recommend to the Assets, Inclusion and Development Committee a budget of £5000 for the Festival of Kindness event, seconded by Cllr Barker, all in favour.</p>
September 2024	<p><b>Heritage Open Days</b></p> <p>Cllr Pearce reported that he had been informed that a steering committee meeting was planned to be set up shortly.</p>

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Date	Item
October 2024	<p><b>BHM 2024</b></p> <p>The Communications Officer reported that work had been done to expand the competition's age categories in order to make the judging fairer. Cllr Pearce suggested that a budget of £1000 for the competition would be available to cover the new categories.</p> <p>The Communications Officer raised that there could be an idea to expand the competition to include adults in a Sixth Form+ category.</p> <p>Cllr Pearce suggested that the local colleges could be asked to promote the event and see if there is anything that could be done to help with the age category.</p>
10 November 2024	<p><b>Remembrance Service and Parade</b></p> <p>It was reported that arrangements for this event were ongoing under delegation.</p> <p>Cllr Pearce asked if the budget would be enough considering that this budget would be to cover both of the Remembrance events and the Holocaust Memorial Day event which has a big anniversary. Cllr Pearce proposed to increase the combined Remembrance budget to £5000, seconded by Cllr Barker; all in favour.</p>
11 November 2024	<p><b>Armistice Day</b></p> <p>This was combined with the Remembrance Sunday event</p>
27 January 2025	<p><b>Holocaust Memorial Day 2025 to include Stockholm Convention and Auschwitz Anniversary</b></p> <p>It was agreed that this item and the following events could be deferred to the next meeting.</p>
6 February 2025	<b>Boston Pionair Loss</b>
8 May 2025	<b>Victory in Europe 2025</b>
15 August 2025	<b>Victory in Japan 2025</b>

### 119. Events for consideration and timetabling

- a. To receive a report from Norfolk and Waveney Mind regarding Well-Being event.  
This was discussed as part of the public forum.
- b. To consider a report on proposed Tourism initiative and consider Town Council support.  
This was discussed as part of the public forum.
- c. To consider an approach from the Excelsior Trust for a civic send-off event and an associated roving ambassador proposal, including a delegation to officers to liaise directly with the Trust to progress.

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Cllr Pearce commented that this was an approach from the Excelsior Trust who were suggesting that a formal send-off event could be a good idea especially following on from the Town Council's sponsorship of the Trust. It was also suggested that the Excelsior could carry a pennant or other suitable item to commemorate the connection with Lowestoft and to highlight the Town Council's sponsorship. Cllr Pearce asked if the coat of arms could be used on the pennant. The Events and Administration Officer gave an update that the permissions to use the coat of arms should be being signed on the day of this meeting and then can be used once formally received.

Cllr Pearce proposed to support the event with a delegation to Officers to progress and organise the creating of the pennant with the coat of arms, with a maximum budget of £1000 to cover the costs, seconded by Cllr Barker; all in favour.

**120. Communications**

- a. To receive an update on IT provision.

The Communications Officer commented that there was nothing to report other than to emphasise the need to arrange Councillor availability for attending a meeting with the new website developers.

- b. To receive a report from Communications Officer regarding a communications strategy.

A report was circulated ahead of the meeting. Cllr Barker thanked the Communications Officer for the work. The Communications Officer explained that this was a document to help gauge ideas for a communications strategy and would probably need further discussion as it develops. Cllr Pearce proposed that an extraordinary meeting on this item should be arranged with an invitation shared to all Councillors to attend, seconded by Cllr Barker; all in favour.

Cllr Baker proposed extended standing orders 3Y by 5 minutes at 12:00, seconded by Cllr Pearce; all in favour.

Cllr Pearce commented that he would like to see an interactive offering for members of the public to engage in a Q&A style sessions. The Communications Officer commented that this could be looked into.

**121. Date of next meeting – Wednesday 24 April 2024 10:00am**

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

**123. 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 12:04*

Signed:.....

24 April 2024