

Lowestoft Town Council Events and Communications Sub-Committee

For the attention of all Sub-Committee Members

You are summoned to attend an extraordinary meeting of Events and Communications Sub-Committee Meeting of Lowestoft Town Council at 10.00am on Wednesday 24 July 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/85892388563>. The meeting can also be observed via YouTube on the following link: <https://youtube.com/live/N7r8YIFwpDM>.

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 could 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.

Regards,

S. Foote

.....
Acting Town Clerk

17 July 2024

Lowestoft Town Council

Extraordinary Meeting of the Events and Communications Sub-Committee

Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10.00am on Wednesday 24 July 2024

AGENDA

1. **To appoint the Chair of the Events and Communications Sub- Committee**
2. **Welcome**
To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public of the right to report.
3. **To consider Sub-Committee arrangements:**
 - 3.1 To appoint the Deputy Chair of the Events and Communications Sub- Committee.
 - 3.2 To consider meeting schedule.
 - 3.3 To review and adopt the terms of reference.
 - 3.4 To note the delegated budget.
- 4 **To receive and consider acceptance of apologies absence.**
- 5 **Declarations of Interests and Dispensations**
 - 5.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda.
 - 5.2 To consider written requests for dispensations for interests and note dispensations granted.
- 6 **To consider the draft minutes of the meeting on 14 May 2024**
- 7 **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.
- 8 **Finance**
 - 8.1 To monitor expenditure by the sub-committee from its delegated budget.
- 9 **Events**
 - 9.1 To consider any applications for events on Town Council owned land.
 - 9.2 To receive a report of permissions granted for events on Town Council owned land.
 - 9.3 To consider an event for the celebration of Benjamin Britten.
 - 9.4 To review and consider the following timetable of events:

Table 1 - Schedule of events

Date	Item
28 May 2024	Belle Vue 150 Year Anniversary
6 June 2024	80 D-Day Anniversary
15-16 June 2024	Big Green Weekender "Climate Event"
22 June 2024	First Light Festival
6 July 2024	Lowestoft Fairtrade Event

Lowestoft Town Council
Extraordinary Meeting of the Events and Communications Sub-Committee

Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10.00am on Wednesday 24 July 2024

Date	Item
3 August 2024	Lowestoft Pride
24 August 2024	Rock N Roll Festival
26 August 2024	Norfolk and Waveney Mind Kindness Festival
September 2024	Heritage Open Days
October 2024	Black History Month 2024
10 November 2024	Remembrance Service and Parade
11 November 2024	Armistice Day
27 January 2025	Holocaust Memorial Day 2025 to include Stockholm Convention and Auschwitz Anniversary
6 February 2025	Boston Pionair Loss
8 March 2025	International Women's Day
8 May 2025	VE 2025
15 August 2025	VJ 2025
2026	Civic Event

10 Communications

- 10.1 To consider purchasing portable amplification equipment.
- 10.2 To consider Lowestoft Town Council advertising for future events.
- 10.3 To consider an approach from the organisers of Bungay Pride to appoint two representatives to a committee to discuss closer collaboration.
- 10.4 To consider the use of the Decisions app to aid with creating agenda packs for meetings
- 10.5 To consider purchasing of digital artwork of the Lowestoft Coat of Arms

11 Events Timetabling

- 11.1 To receive an update on memorial to Amy Denny and Rose Cullender, and associated event.
- 11.2 To consider litter picking events on East Suffolk Council owned land as part of the Plastic Free Community pledge.

12 To receive an update on sourcing of indicative costings for the fishermen's memorial following the most recent meeting with the working group (confidential)

13 To consider a maximum budget for the Mayor and Consort to attend a European trip as a delegation from Lowestoft on behalf of the Lowestoft and Plaisir Twinning Association

14 Date of next meeting – To be confirmed.

15 Items for the next Agenda and Close.

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.