

Lowestoft Town Council
Meeting of the Events and Communications Sub-Committee
Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
19:00 on 13 September 2021

MINUTES

Meeting participants: Cllrs Sonia Barker (Chair), Wendy Brooks, Andy Pearce and John Pitts
Also participating: Sarah Foote (Deputy Town Clerk)

24. Welcome

The fire evacuation procedure was read, Councillors and members of the public were reminded of the right to report, and the meeting was welcomed. The Chair thanked all those that had been involved in the events (freedom of the town and Dunkirk commemoration) the previous weekend.

25. Apologies for absence - All councillors in attendance.

26. Declarations of Interests and Dispensations

The following local non-pecuniary interests were declared:

Cllr Pearce member of the Jack Rose Old Lowestoft Society and Chair of Gunton Residents' Association (British Beach Spring Clean)

Cllr Brooks member of Gunton Residents' Association (British Beach Spring Clean). Town Council Representative on Lowestoft Vision.

Cllr Barker Town Council representative on First Light Festival

27. Public Forum

27.1 There were no advance comments from the public on this agenda.

28. To consider the draft minutes of the meeting on 10 June and 23 June 2021.

The draft minutes were accepted. It was proposed by Cllr Brooks, seconded by Cllr Pearce; and agreed.

29. Events

29.1 Events on Town Council land

29.1a Continental Market – Thursday 28 October and Sunday 31 October 2021, stalls through London Road North up to and including the Market Triangle. It was proposed by Cllr Pearce, seconded by Cllr Brooks; all in favour, to delegate responsibility to the Deputy Town Clerk to approve the event and exercise the Town Council's discretion regarding the charter market and permission to use the Triangle Market.

29.1b Ness Fest 2021 – 25 to 28 October 2021. Defects and snagging at Ness still needed to be completed to the Town Council's satisfaction. If a gazebo needed to be anchored for this event, technical advice should be sort on breaking the ground. AP approve in principal, subject to further investigations relating to the land and to delegate authority to grant approval once officers are content with application. Seconded by Cllr Brooks; all in favour.

29.2 The following events were considered:

Table 1 Events for Consideration

Date	Item
Ongoing	Banksy Art Trail – Working with ESC, Great Yarmouth Borough Council and Oulton Broad Parish Council
This item had been considered by Full Council and it was agreed that the Town Council would continue to explore opportunities in conjunction with other authorities.	

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Ongoing	Joint City of Culture Bid
It was understood that local councils were currently not required to work on the bid and the work was purely between Borough and District Council. To be considered at the next meeting.	
Ongoing	To make arrangements for award of Freedom of the Town (third recipient)
This was originally scheduled as a HODs event but had been postponed at recipient's request. It was proposed by Cllr Pearce, seconded by Cllr Brooks; all in favour to delegate authority to the Deputy Clerk to liaise with the recipient to make alternative arrangements.	
15 – 19 September	Heritage Open Day events – final preparations
Cllr Pearce reported all in place for plaque events to unveil commemorative plaques as part of HODs. The Triangle Market on Saturday 17 th had several stalls booked and would proceed.	
17 – 26 September 2021	Great British Beach Spring Clean
Cllr Brooks thought there was a focus on Pakefield Beach but it was hoped that Gunton Residents' Association would also contribute as an extension of their planned litter pick on 25 th September. Town Council had signposted to community organisations to this event and next year's event would be added to the calendar for consideration of which areas could be picked.	
11 November	Armistice Day
14 November	Remembrance Sunday – including centenaries of War Memorial and Royal British Legion (some aspects may be confidential)
Cllr Pearce proposed that both the above remembrance events were progressed by the Deputy Town Clerk and members of the committee. Seconded WB; all in favour. It was noted that Cllr Lang and Cllr Pearce would attend Lowestoft Cemetery on Remembrance Sunday and lay a wreath.	
December	Kindertransport themed event in Dec 2021 (some aspects may be confidential)
The Town Council were in receipt of a proposal from an external party and would be considered in confidential session.	
December	Christmas Market Event
Dates for future markets were noted as; Friday 8 October and Friday 3 December, Saturday 30 October for Halloween (but only if Continental market not happening), Friday 5 November Guy Fawkes/Bonfire themed but no fireworks, Christmas 18 December. It was proposed by Cllr Pearce, seconded by Cllr Brooks; all in favour, to delegate authority to the Deputy Town Clerk, new Events Officer in conjunction with TMWG, to progress these markets.	
January 2022	Eastern Coach Works commemorating the dual anniversaries of the founding and closure of (35 th anniversary of closure January 2022) – working with East Anglian Transport Museum
It was noted that the exhibition site at the Transport Museum may be expanded with a dedicated exhibition to which the Town Council may wish to participate in or support financially. It was agreed that Cllr Pearce would follow up the original correspondence and further consideration would be given at the next meeting. Proposed by Cllr Pearce, seconded by Cllr Brooks; all in favour.	
8 January 2022	Waller's Raid 80 th Anniversary Commemoration
13 January 1942 is the anniversary and on Saturday 8 January 2022 there will be an event at the Marina Theatre, the costs of which were being covered by the Jack Rose Old Lowestoft Society. It was proposed by Cllr Pearce, seconded by Cllr Brooks; all in favour to work with JROL and the Marina Theatre and consider further at the next meeting.	
27 January 2022	Holocaust Memorial Day

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	Cllr Barker had spoken to Holocaust Educational Trust and depending on restrictions they could provide an online link or possibly send a person to speak. The previous agreement to commission a film would be supported by memorial lecterns being installed at Kensington Gardens. It was proposed by Cllr Pearce, seconded by Cllr Brooks; all in favour to delegate authority to progress all these matters and a progress report to be given at the next meeting.
28 May 2022	East Anglian Transport Museum 50 th
	Cllr Pearce reported it is anniversary of museum opening to public. A budget of £500 from 2022/23 Events budget had already been considered. It was proposed by Cllr Pearce, seconded by Cllr Brooks; all in favour to explore with the museum what their plans may be, to make a financial contribution to their plans.work and, if appropriate, appoint a Town Council representative. It was suggested that Cllr Parker could be a possible representative.
2/3 June 2022	HM Queen Elizabeth's Platinum Jubilee
	To be considered at next meeting.
June 2022	Festival of Suffolk
	To be considered at next meeting.
June 2022	First Light Festival – early consideration
	It was noted that Cllr Barker was a Steering Group member and would provide reports back to the Committee. Cllr Pearce noted that any future grant requests would need to be accompanied by a breakdown and explanation of what funding was need for.
June 2022	Armed Forces Day – early consideration
	To be considered at next meeting.
May to July 2022	175th anniversary of the coming of the railway to Lowestoft - 1 July 2022 will be the anniversary of the opening of Lowestoft railway station and passenger connection)
	It was noted that the above would coincide with the 185 th anniversary of Lowestoft becoming a port town. It was proposed by Cllr Pearce, seconded by Cllr Brooks; all in favour, to liaise with all relevant parties (East Suffolk Transport Association, Community Railway Partnership, Associated British Ports, South Pier Trust) to work on a joint commemorative event.
September 2022	Heritage Open Days – planning and budgeting as a major event.
	Cllr Pearce suggested that as HODs had become such a successful town wide, the HOD festival should be considered as a major event and a budget of £5,000 be set to support this. The HOD Steering Group would then know that funding was secured for printing and promotion costs. Proposed by Cllr Pearce, seconded by Cllr Brooks, all in favour. Planning for 2022 should commence early in 2022 and the Deputy Clerk asked if it was possible to put forward suggestions to the national organisers for a theme for the event and it was agreed to make suggestions via the local organising committee.

30. Communications

It was noted that communications by the Town Council would be progressed further when a new Events Officer was in place, in the meantime, Officers were issuing weekly newspaper articles and updating social media. Cllr Pitts would like to see more weekly articles, even weekly, inside the Lowestoft Journal as well as the submission to the community news pages. The Deputy Clerk welcomed Cllr Pitts to make suggestions for content.

31. Date of next meeting –3.00 pm on 27th October 2021.

32. Items for the next Agenda and Close.

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Events:

Sponsor a sporting event in 2022 (Park Run and/or Half Marathon)
Kensington Gardens centenary
International Women's Day – 8 March
Black History Month
Tree Council – branching out grant, planting events.

Communications:

Promotional Video
Electronic newsletter – round up of all things that were happening.
Using the Library better for communication.

33. Resolution to close the meeting to the public.

At 20.45 It was proposed by Cllr Pearce, seconded by Cllr Brooks; all in favour to move to confidential session.

29.2 Arrangements were considered for Remembrance Sunday. It was proposed by Cllr Pearce, seconded by Cllr Pitts; all in favour to delegate authority to the Deputy Clerk to progress the event in conjunction with Councillors as needed.

Kindertransport commemorative panel at the Railway Station. It was proposed by Cllr Pearce, seconded by Cllr Pitts; all in favour that the Town Council be a supporter of the panel and set a budget of £500 as a contribution towards the panel.

20.58 meeting closed.



Signed:

7 October 2021