

Lowestoft Town Council
Meeting of the Events and Communications Sub-Committee
Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10.00am on Wednesday 12 October 2022

Minutes

Present: Sonia Barker (Chair), Wendy Brooks, Andy Pearce, John Pitts (Deputy Chair) and Elise Youngman

In attendance: Sarah Foote (Deputy Town Clerk), Christopher Meek (Administrator) and Michael Winter (Communications Officer)

Public: No

30. Welcome

The fire evacuation procedure and public right to report were explained and the meeting was welcomed.

31. To receive and consider acceptance of apologies absence

No apologies were received.

32. Declarations of Interests and Dispensations

- a. Cllr Brooks confirmed that she was taking part in the YMCA sleep out and that she had been involved in discussions with third parties regarding the Kindertransport event.
Cllr Pitts confirmed his involvement in creating a trophy for Black History Month.
Cllr Pearce confirmed his involvement with the Heritage Plaques by being the Town Council's representative on the Old Jack Rose Society and that he had been involved in discussions with third parties regarding the Kindertransport event.
Cllr Barker confirmed that she was taking part in the YMCA sleep out event and that she had attended an outside body meeting with regards to Christmas Support.

b. To consider written requests for dispensations for Disclosable Pecuniary Interests and note dispensations granted.

No written requests were submitted.

33. To consider the draft minutes of the meetings on 24 August 2022

Cllr Pearce proposed to accept the minutes, seconded by Cllr Pitts, all in favour.

34. Public Forum

- 34.1. Comments in relation to agenda items 36.1 and 36.2 were received from a member of public before the meeting but not circulated to all members. It was agreed that these would be displayed at the relevant points.

35. Finance

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

The current budget spreadsheet was displayed on the screen for members to see. The Deputy Town Clerk noted that the Green Weekender event had an underspend of £3390 from its budget. Cllr Barker gave thanks for all involved in arranging this event, especially to the Climate Emergency and Ecological Committee. Cllr Pearce echoed these comments and noted that he had asked for an item to go on the next Personnel Committee agenda to discuss how future events could be sourced. Cllr Pearce also asked if the underspend from this event could be

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transferred to the events budget from the major events budget. The Deputy Town Clerk clarified that the budget column on the spreadsheet was the maximum budget designated for each event and that the Finance Officer was working on the budgets to give an accurate record of what has been spent. Cllr Brooks commented that she was unsure why the Green Weekender had been given such a large budget and that the budget spreadsheet in its current guise. Cllr Barker agreed that the spreadsheet was confusing and asked if the spreadsheet could be colour-coded to show committed spending against budgeted spending. Officers advised that a new column could be added to the spreadsheet going forward to show confirmed expenditure for events. Cllr Brooks proposed that a new column should be added to show the committed expenditure. Cllr Pearce asked Cllr Brooks for an addition to her proposal, adding that any underspend encountered should be rolled over to the corresponding budget in subsequent years. Cllr Brooks agreed to this addition to her proposal, seconded by Cllr Pearce, all in favour.

35.2. To consider a budget request for 2023/24 financial year.

Cllr Pearce proposed a recommendation for Budget and Loan Sub-Committee that the events budget should be maintained at £15,000 and for the major events budget should come down to £30,000 (£25,000 for major events plus £5,000 for Remembrance and Holocaust Events), seconded by Cllr Brooks, all in favour.

Cllr Pearce asked for an update on National Armed Forces Day and Lowestoft's involvement in hosting the event. The Deputy Town Clerk gave an update that the event would need to involve a wider number of organisations due to the nature of the event. Cllr Pearce thanked the Deputy Town Clerk for the update and asked for an item to go on the next agenda.

36. Events

36.1. To give early consideration to a proposal including possible funding support for a heritage (oral history) project.

Comments from a member of public were displayed on the screen. Cllr Brooks asked for this item to be deferred to the next meeting to allow time for members to read the comments. Cllr Barker agreed. Cllr Pearce clarified that the member of public had been due to give a presentation at this meeting but was now unable to attend at short notice. Cllr Barker proposed to ask Officers to ask the member of public when a decision on these items would be needed by and then to see if this could be deferred to the next meeting or whether an extraordinary meeting was necessary. Cllr Pearce suggested an addition to the proposal with a delegation to staff in conjunction with members of this sub-committee that a Zoom call could be offered. This addition was agreed by Cllr Barker, seconded by Cllr Pearce, all in favour.

36.2. To give early consideration to a proposal including possible funding support for a weekend heritage event in October or early November 2023.

Cllr Barker asked for this item to be deferred to the next meeting.

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

No events needing consideration.

36.4. To receive a report of permissions granted for events on Town Council owned land.

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The Administrator gave an update on permissions granted. This included the use of the Town Hall by the YMCA for photography on Thursday 13th October and the continued use of other Town Council assets by Catch 22 for sporting activities.

36.5. To consider the following timetable of events:

Table 1 - Schedule of events

| Date | Item |
|--------------|---|
| October 2022 | <p>YMCA Sleep Out Project</p> <p>Cllr Barker gave an overview of the event taking place on 21st October at the Great Yarmouth and Lowestoft Rugby Club. Cllr Brooks asked if the Town Council would be able to promote Councillor involvement in the event on its website. Cllr Pearce said that money could be donated in support of the charity YMCA Shine. The Deputy Town Clerk advised that this could be done with a formal donation request in the form of a grant application. Cllr Pearce clarified that the Town Council could support projects but not individuals and that the Charity should submit a grant application. Cllr Pearce proposed for a placeholder to be put on the next Finance and Governance Committee meeting and that Cllr Barker or Cllr Brooks could contact the charity about filling in a grant application, seconded by Cllr Youngman, all in favour.</p> <p>The Communications Officer was asked to post about the event taking place on social media.</p> |

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| 28 October 2022 | <p>Black History Month</p> <p>Cllr Barker thanked Cllr Pitts for the trophy proposals he has been working on. The Communications Officer gave an update on the competition so far. Officers asked about an offer of prizes where the donator wanted the Town Council to purchase boxing gloves for them to be signed. Cllr Pearce suggested that the Town Council politely decline the offer and asked if the donator would be willing to sign a sourced photo. Cllr Pitts asked if he could make a comment about this matter in confidential session. Cllr Pearce stated he was happy for his proposal to be deferred to the confidential session, seconded by Cllr Brooks, all in favour.</p> <p><i>Cllr Brooks left the room at 10:54</i></p> <p>Cllr Pearce raised concerns about the lead time on the competition being too short.</p> <p><i>Cllr Brooks returned to the room at 10:58</i></p> <p>Cllr Pearce proposed for communications to be started much earlier next year and for a placeholder to go on the February Events and Communications Sub-Committee agenda to agree and initiate communications. Officers advised that it might be worth thinking about expanding the competition to include other arts to widen the appeal. The proposal was seconded by Cllr Brooks, all in favour</p> <p><i>Cllr Youngman left the room at 11:08</i></p> |
| 29 October 2022 | <p>Halloween Market</p> <p>The Administrator gave an update on the event. To date, seven stalls have committed to taking part. The local wool shop was also going to be involved by knitting some pumpkins to decorate the market.</p> <p><i>Cllr Youngman re-entered the room at 11:13</i></p> |
| 29 and 30 October 2022 | <p>Heritage Open Days – to note arrangements for Town Hall</p> <p>These events are rescheduled from the postponed Heritage Open Days from September 2022. Cllr Pearce confirmed that these could no longer be classed as Heritage Open Days as the national initiative would not be running at this time so publicity for these events could not include any HODs branding. Officers advised that more volunteers to help with the opening of the Town Hall would be appreciated. Councillors agreed to send their availability to Officers to help cover the events.</p> |
| 7 to 18 November 2022 | <p>COP27(online presence)</p> <p>The Communications Officer agreed to circulate the themes for COP27 and discuss with the sub-committee members how to best promote the conference.</p> |

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| Friday 11 November 2022/Sunday 13 November 2022 | <p>Armistice Day/Remembrance Sunday Parade and Service</p> <p>The Deputy Town Clerk asked if Armistice Day and the Remembrance Sunday Parade could be discussed together. This was agreed by the sub-committee.</p> <p>The Deputy Clerk updated members on a recent meeting with veterans and the Battery Commander. It is likely that this event will be larger than previous years with the Deputy Lieutenant present. It had been asked of the Town Council if they could fund the cost of ammo for the gunfire as part of the Service. The Deputy Clerk confirmed that all arrangements for this would be undertaken by the Armed Forces in charge of the gunfire. It was also noted that a further commemoration might be appropriate to commemorate the 40th Anniversary of The Falklands with a possible event to include the new plaque at Belle Vue Park which would need additional wreaths. Cllr Pearce proposed to approve the additional expenditure of ammo and additional wreaths within the agreed budget, seconded by Cllr Barkers, all in favour.</p> <p>The Deputy Town Clerk agreed that she would invite the Parr Family to the event and make them aware of the additional wreath-laying on Armistice Day.</p> |
| 19 November 2022 | <p>Anniversary Commemoration of the loss of the 'Reclaim'</p> <p>Cllr Pearce gave an update on this event. There is likely to be two linked events with Kesssingland Parish Council – one in the morning and one in the evening – with a plaque unveiling on the South Pier. At this point, Cllr Pearce gave a non-registerable interest in the event. Cllr Pearce confirmed that he had permission from the South Pier and ABP for the plaque and would provide written permissions alongside details of the plaque inscription and image.</p> <p>Cllr Pearce proposed a delegation to staff in conjunction with members of this sub-committee to progress the event, including inviting guests and speakers, and to arrange a meeting to discuss the details, seconded by Cllr Barkers, all in favour.</p> |

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| 3 December 2022 | <p>Christmas Market including consideration of Christmas Support 2022 activities and the permissions involved of using LTC owned land</p> <p>Cllr Barker gave an update on a recent meeting she had attended with third parties on Christmas Support being offered by East Suffolk Council. Cllr Pearce proposed to participate and support the offer with a delegation to Officers in conjunction with members of this sub-committee to handle the organisation and scheduling of events, including a delegation for approval of events of Town Council assets.</p> <p>The Administrator asked for a budget for live music for the Christmas Market. Cllr Pearce proposed to add to his original proposal that a budget of £1500 is made available to cover live music provision, seconded by Cllr Barkers, four votes in favour, one against.</p> <p>The Administrator agreed to liaise with East Suffolk Council, Lowestoft Vision and the Christmas support group on decisions regarding permissions for events.</p> <p>Cllr Brooks asked for it to be minuted that she was not convinced by the small budget being offered for the Christmas Support and the appointment of a project leader.</p> |
| 12 December 2022 | <p>Kindertransport event (some aspects may be confidential)</p> <p>Cllr Pearce gave an update on this event which is not being organised by the Town Council. The Town Council will be requested to attend and Cllr Pearce understood that a £500 donation had been agreed by the Town Council to contribute towards the installation of boards at the Railway Station to commemorate the Kindertransport arrival in Lowestoft. Cllr Pearce proposed that that, if this hasn't already been agreed, that the Town Council contribute the £500 towards the panel installation, seconded by Cllr Barker, all in favour.</p> <p>Cllr Pearce updated members that a separate meeting on a confidential issue relating to this event had taken place and that there was no need to discuss this at present.</p> |

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| Friday 27 January 2023 | <p>Holocaust Memorial Day</p> <p>The Deputy Town Clerk asked for guidance on the delegation to arrange this event. Cllr Brooks was concerned that the Holocaust was lost during the event in 2022 and that she wanted to see it separated from the Kindertransport events. She also wanted to encourage more attendance and include an indoor element, taking the weather in January into account.</p> <p>Cllr Pearce reported that members of the public spoke to him after the last event to say they liked the variety of speeches. It was suggested that the Keynote speaker/religious figure should close the event. Cllr Pearce understood that the previous event was outside due to COVID precautions at the time and that more thought could be given to having smaller, intimate events elsewhere to commemorate varied events.</p> <p>The Deputy Town Clerk asked if more details could be given on themes and speakers.</p> <p>At 12:03 Cllr Barker asked for a proposal to suspend Standing Orders. Cllr Pearce proposed to suspend Standing Orders for 20minutes, seconded by Cllr Youngman, all in favour.</p> <p>The Communications Officer advised that the Holocaust Memorial Day Trust theme for 2023 is 'Ordinary People'.</p> <p>Cllr Pearce suggested that several venues with different slants could be looked at. Cllr Brooks asked if the event could be kept simple.</p> <p>It was agreed that events from March 2023 would be deferred to the next meeting.</p> |
| 8 March 2023 | International Women's Day |
| 23 February to 5 March 2023 | Possible Fairtrade Event |
| May 2023 | 90 th Anniversary Town Hall Riots 2023 |

37. Events for consideration and timetabling

37.1. To consider the introduction of a Civic Event or to consider whether the proposed 2023 civic event should be deferred to 2024, in favour of a Coronation-linked event for 2023.

Cllr Barker confirmed that the Coronation had been announced as taking place on Saturday 6th May 2023, two days after local elections have taken place. Cllr Pearce confirmed that he had put this item on the agenda before the date of the Coronation had been announced so was now unsure of the implications due to the proximity to the elections. The Deputy Town Clerk confirmed that the date brings up a lot of questions and complexities for the Council. Cllr Pearce proposed to have a Coronation-linked event in principal and to defer the Civic event to

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2024 and that this should be discussed at the next meeting, seconded by Cllr Barker, all in favour.

Cllr Barker suggested to defer some of the items on the agenda to the next meeting.

37.2. To consider a Pride event during 2023.

Cllr Barker proposed to move items 37.2-37.5 to the next meeting, seconded by Cllr Pearce, all in favour.

37.3. To receive an update on an event for Lowestoft Ladies 1982 FA Cup Win.

The Administrator gave an update that he is waiting to hear from Lowestoft Football Club to discuss this further, and from WAVES to discuss having a visual presentation. A further update would take place at the next meeting.

37.4. To give early consideration to staging a mental health themed major event for 2023, following cancellation of the MIND Festival of Kindness that had been planned for this year, but with participation from multiple mental health charities and stakeholders in Lowestoft including MIND, Samaritans, Waveney Disability Forum, and agencies working on the ground.

This was deferred to the next meeting.

37.5. To consider future Market events for 2023.

This was deferred to the next meeting.

38. Communications

38.1. To note work on Lowestoft Town Council branding and use of logo.

The Communications Officer gave an update on work to help and ensure that the Town Council are acknowledge properly with events and grants that they have supported. The Communications Officer displayed on screen a document he had been working on which showed how to acknowledge the Town Council online and in press releases and how to correctly use the logo. This document would be sent out to everyone who receives a grant.

The Communications Officer also displayed new email signature designs that he had been working on the make sure all Councillors and Officers have a uniformed email signature.

Cllr Brooks asked if the Communications update could be put at the start of the next agenda. Cllr Barker confirmed that this had been the plan but a member of public had asked to give a presentation at the start of the meeting.

38.2. To consider Implementation of the Community Engagement Policy, particularly any barriers to engagement.

This was defer to the next meeting.

39. To consider how to progress the installation of Heritage Plaques particularly budget and permission requirements and the constitution of the Working Group.

Cllr Pearce gave an update that the Working Group would be willing to give more support on plaques involving non-Town Council assets. This would be brought back at the December meeting.

40. To review and align the community hall hire booking form and event application form in respect of safeguarding requirements.

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This was deferred to the next meeting.

- 41. To review the event application form and permissions relating to the erection and siting of inflatables.**

This was deferred to the next meeting.

- 42. Date of next meeting – 10am on Wednesday 21 December 2022**

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

It was agreed that all items deferred from this meeting would be added to the next meeting agenda.

- 44. 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.**

Cllr Pearce proposed to move the meeting into confidential session, seconded by Cllr Barker, all in favour.

At 12:25 Cllr Pearce proposed to extend Standing Orders by AP extend standing orders by five minutes, seconded by Cllr Barker, all in favour.

Cllr Pitts agreed to liaise with the Administrator and Communications Officer regarding prizes for the Black History Month Competition. Cllr Pearce proposed to delegate responsibility to Cllr Pitts and Officers to discuss prizes and to delegate to Officers to create the composition of the judging panel, seconded by Cllr Barker, all in favour.

It was also agreed that the Communications Officer would extend an invite to Councillors in the weekly Councillor Update to be a part of the judging panel.

Meeting closed at 12:30.

Signed:

7 December 2022