

Lowestoft Town Council
Meeting of the Events and Communications Sub-Committee
Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10.00am on Wednesday 18 January 2023

Minutes

Present: Sonia Barker (Chair), Wendy Brooks, Andy Pearce, John Pitts (arrived at 10:36), Elise Youngman

In attendance: Christopher Meek (Administrator) and Michael Winter (Communications Officer)

Public: One representative from the Jack Rose Old Lowestoft Society

30. Welcome

The fire evaluation 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. It was noted that Cllr Pitts had informed Officers that he would be late. Cllr Barker proposed to accept Cllr Pitts apology, seconded by Cllr Pearce, all in favour.

32. Declarations of Interests and Dispensations

33. a. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the Agenda.

Cllr Pearce declared a non-registerable interest as he is a member of the Jack Rose Old Lowestoft Society. Cllr Barker declared an interest in the Fairtrade event as she has been previously contacted about this, and in the Pride event due to communications with the organiser of Norwich Pride.

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

No written requests were received.

34. To consider the draft minutes of the meeting on 7 December 2022

It was agreed that the approval of these minutes would be deferred to the next meeting.

35. Public Forum

35.1. 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 suggested to move item 39.3 forward as a member of the Jack Rose Old Lowestoft Society (JROLS) was present to speak on the item.

Cllr Pearce commented that the final wording for the green "Guava" roundel needed to be agreed. The JROLS representative agreed that the green roundel no longer needed to mention the "Guava" as Town Council had separately agreed to commission a plaque to commemorate this.

The draft wording for the roundel was displayed on the screen. Wording for the roundel was discussed.

Cllr Pearce proposed for Officers to work on finalising the wording on the roundel with JROLS, seconded by Cllr Barker, all in favour.

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Cllr Brooks asked the JROLS representative if the events around the 1953 flood commemoration could include something to do with current climate issues and flooding. The JROLS representative explained that the event will include flood defences experts and be both historical and educational.

Cllr Pitts arrived at 10:36

Officers updated the Sub-Committee on work on the Flood Line Plaques at Sparrows Nest had been actioned with replacement plaques being ordered. The JROLS representative asked if he could keep one of the old plaques that were being replaced. Cllr Pearce proposed to agree with the request for one of the replaced plaques to go to the member of public, seconded by Cllr Barker, all in favour.

The member of public left the meeting at 10:39. The Office Administrator escorted him out of the building and returned at 10:42.

36. Finance

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

The budget sheet was displayed on the screen. Cllr Pearce gave an update on the position of the delegated budget for this sub-committee following the 2023/34 budget agreement.

36.2 To consider additional budget for Guava memorial project.

It was agreed that no additional budget was needed.

37. Events

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

There were no applications needing consideration

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

Officers reported that permission had been granted for an event at Kensington Gardens for reading chair pending further information and Thursdays in Sparrows Nest later in the year.

37.3. To consider the following timetable of events:

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Table 1 - Schedule of events

Date	Item
27 January 2023	<p>Holocaust Memorial Day Publicity is already out for the two planned events – one at the Railway Station, the other at Kensington Gardens.</p> <p>Cllr Brooks asked if she was able to speak at the event. Cllr Pearce commented that this could be added to the event schedule if a request was submitted.</p> <p>Cllr Pearce suggested that, in the future, an invitation could be extended to the local Quaker house.</p> <p>Cllr Brooks suggested that a display could be created at the Parcels Office to create something for people to look at during the event. Officers agreed to contact the Railway Station to discuss the feasibility of having a display in the Parcels Office.</p>
31 January and 01 February 2023	<p>Guava Plaque unveiling and 1953 Floods commemoration Cllr Pearce gave a brief update on the other events taking place in Lowestoft to mark the 1953 Floods. It was previously agreed that the Town Council would signpost to these as well as its own plaque unveiling. It was agreed that the Town Council’s communications should highlight that that the Floods affected countries neighbouring the North Sea and that this event joined Lowestoft with other parts of Europe.</p> <p>Officers asked for a confirmation of details for the plaque unveiling so that publicity could go out. It was agreed that the event should take place on Tuesday 31st January with a time to be agreed by Officers.</p>
23 February to 5 March 2023	<p>Fairtrade Event (online) Officers updated that local organisations had been contacted. Communications will signpost to these organisations. It was asked if communications would include information on the benefits of Fairtrade. Officers agreed to action this.</p>

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Date	Item
8 March 2023	<p>International Women’s Day (online)</p> <p>Officers gave an update on plans to create a video with members of the public submitting video clips. Officers asked for guidance on a theme to focus submissions, noting that the International Women’s Day theme is “Embracing Equality”</p> <p>Cllr Youngman suggested asking for submissions on the theme of “Where local women see themselves in the future”.</p> <p>Officers agreed that this was a good focus for the video and could include a wide range of ages.</p> <p>Cllr Brooks raised that the creators of last year’s video for International Women’s Day had commented that there were a few tweaks they would like to make on the video if they had had more time last year.</p> <p>Cllr Pearce proposed for the Communications Officer to liaise with the creators of last year’s video on any tweaks they might want to make ahead of this year’s competition with a maximum budget of £1000, seconded by Cllr Barker, all in favour.</p>
8 May 2023	<p>Coronation Concert</p> <p>Officers updated the Sub-Committee that they had approach the local Sinfonetta to provide entertainment for a concert at Sparrows Nest on Sunday 7th May. This date was agreed to avoid clashes with the day of the Coronation.</p> <p>It was noted that this event fell during the pre-election period therefore Councillor involvement may be limited.</p>
May 2023	<p>90th Anniversary Town Hall Riots 2023</p> <p>Cllr Pearce gave an update on this idea but noted that it had the same issue as the Coronation Event being during the election period (the anniversary is around the 8th May).</p> <p>It was agreed that this would be a good event to have around engaging with the Town Hall building.</p>

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Date	Item
10 to 18 June 2023	<p>Big Green Week</p> <p>Officers raised this to note that the national campaign had changed its date to June in 2023 rather than September.</p> <p>Cllr Pearce proposed a delegation to Officers to put event ideas together, seconded by Cllr Barker, all in favour.</p> <p>Cllr Pearce confirmed that the budget for this year is £2,500 but that more funding could be provided from other budgets if needed to help grow on the success of last year's event.</p>
8 to 17 September 2023	<p>Heritage Open Days</p> <p>Cllr Pearce gave an update that the former Chair of the local HODs group had stepped down but that a new Chair is due to be appointed. It was suggested that that the Communications Officer should initiate a conversation with the new Chair with an agreement that the Communications Officer could be on the steering group.</p>
October 2023	<p>BHM 2023</p> <p>Councillors have been submitting comments on last year's event via email. Cllr Brooks gave a summary of her comments, suggesting that the competition should encourage non-fiction writing and an arts category. Cllr Barker agreed that the competition should be extended to highlight inclusivity.</p> <p>Cllr Pearce commented that the Sub-Committee had already agreed for an arts element to be included in this year's competition so can't be re-visited at this time. Cllr Pearce agreed that some thought would be needed on the categorisation and how prizes were issued.</p> <p>Cllr Barker commented that the competition should be flagged up to schools early with regular updates throughout the year but that a clear steer would be needed.</p> <p>Cllr Pearce proposed for a Zoom meeting with a delegation to confirm a name for the competition, its Terms and Conditions, and the structure of the competition with a maximum budget of £750, seconded by Cllr Pitts, all in favour.</p>
November 2023	<p>Remembrance Event</p> <p>It was agreed that this didn't need to be discussed at this time.</p>

38. Events for consideration and timetabling

38.1. To consider the introduction of a Civic Event 2023.

Cllr Pearce confirmed that this was to receive ideas for any future event. It had previously been agreed that the event would take place in 2024.

38.2. To receive an update on a possible Pride event during 2023.

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Officers gave an update on ongoing discussions with an organiser from Norwich Pride. The organiser had shared with Officers dates of other local Pride events. Officers recommended that a date in late July/early August would work, making sure that the date did not clash with Norwich Pride. Cllr Pearce proposed a delegation to Officers to progress event ideas, seconded by Cllr Barker, all in favour.

38.3. 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.

Cllr Pearce gave an update on the event that was planned last year but was cancelled. Cllr Pearce suggested that an event should go ahead and that Waveney MIND should be asked if they would like to still be involved in an event, funded by the Town Council who could help with resources if that was still an issue this year.

Cllr Brooks suggested that all events by the Town Council could have a mental health element and that a stand-alone event was not necessary. Cllr Pearce agreed that other events could incorporate this however, a stand-alone event was already agreed and included in the 2023/34 budget.

Cllr Brooks proposed to suspend standing orders for 10mins at 12:00, seconded by Cllr Barker, all in favour.

Cllr Pitts raised that other bodies should be invited and would need to be involved to help with this event. Cllr Barker suggested that the NHS should also be contacted alongside MIND, Samaritans and Waveney Disability Forum.

Cllr Pearce proposed for Officers to do some research into when this event could take place and in what format, whilst re-establishing contact with MIND to ask them about their involvement and any issues that might arise this year, seconded by Cllr Brooks, all in favour.

38.4. To consider future Market events in 2023.

Officers gave an update on promotion for the Valentine's Market on 11th February and the positive progress being made. Officers updated that they were contacting local theatre groups and street performers to give a different type of entertainment to the event.

38.5. To consider working with Lowestoft Vision on events within the BID area during 2023, and to give initial consideration to a grant application to the UK Shared Prosperity Fund.

Cllr Pearce gave an update that Lowestoft Vision and Marina Theatre would like to work together on events in the Town. It was suggested that the Town Council could help with events, budgets and support.

Cllr Pearce proposed a delegation to staff to contact the other parties to look into what support could be offered, seconded by Cllr Barker, all in favour.

39. Communications

39.1. To consider engagement with Businesses and Residents in the Triangle Market area.

This item was discussed later in the meeting, after item 39.2.

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39.2. To give initial consideration to the possibility of a memorial to all Lowestoft boats and fishermen lost at sea down the years.

Cllr Brooks suggested that a main memorial in Lowestoft was needed, with Ness Point considered as a possible location. Cllr Pearce gave an update that a local historian had a record of the names of crew and boats lost in Lowestoft.

Cllr Pearce proposed a delegation for staff to contact the historian to find out how many names were included so that the size of the memorial could be worked out, seconded by Cllr Brooks, all in favour.

Cllr Pearce proposed to suspend standing orders for 5 minutes at 12:10 in order for item 39.1 to be discussed, seconded by Cllr Brooks, all in favour.

On item 39.1, Officers suggested that the promotional flyers for the Triangle Market on 11th February could have a reverse with a call for comments on ideas for the area. Councillors also agreed that a stall at the next market, managed by Councillors, would be a good way to engage with the public and receive comments and ideas for the area.

39.3. To consider the design, content and installation of heritage plaques and engagement with heritage groups in these process.

This was covered in the public forum with nothing else needing to be discussed at this time.

40. Date of next meeting – to be confirmed. It was agreed that the next meeting would be on Wednesday 8th March at 10am

41. Items for the next Agenda and Close.

There were no additional items suggested at this time other than those deferred from this meeting.

42. 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.

There were no confidential items to discuss and the meeting was closed.

Meeting closed at 12:15

Signed: 

8 March 2023