

**Lowestoft Town Council**  
**Meeting of the Events and Communications Sub-Committee**  
**Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**10.00am on Wednesday 8 March 2023**

**MINUTES**

**Present:** Cllrs Sonia Barker (Chair), Andy Pearce and Elise Youngman

**In Attendance:** Christopher Meek (Office Administrator), Michael Winter (Communications Officer) and Taylor Williams (Committee Clerk)

**Public:** Two members of the public were in attendance (in person) representing Norfolk and Waveney Mind

**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**

Apologies were received from Cllrs Brooks and Pitts with reasons provided.  
Cllr Pearce proposed approval of apologies; seconded by Cllr Youngman; all in favour.

**32. Declarations of Interests and Dispensations**

- a. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the Agenda.  
Cllr Barker declared she is a Town Council representative on First Light Festival Steering Group.
- b. To consider written requests for dispensations for interests and note dispensations granted.  
None were received.

**33. To consider the draft minutes of the meeting on 18 January 2023**

Cllr Pearce proposed approval of the draft minutes; seconded by Cllr Youngman; all in favour.

**34. Public Forum**

- 34.1. An opportunity for the public to make comments on any matters on this agenda and to consider any advance comments from the public.  
Item 37.1 was brought forward and the members of the public were invited to comment on the item.
- 37.1 To receive an update from Norfolk and Waveney Mind regarding a wellbeing festival being held in Lowestoft in 2023.  
The two representatives of Norfolk and Waveney Mind confirmed the event was intended to be held at Sparrows Nest and would run from 12:00 to 20:00, with different zones such as a main music stage, a wellbeing area and a food area. It was noted that a provisional budget of £5,000 had been ring-fenced. Norfolk and Waveney Mind requested the event be held in partnership with the Town Council who would provide financial support and other resources. Norfolk and Waveney Mind were in agreement of having partner organisations attend the event.

***The Communications Officer entered the chamber at 10:21***

Cllr Pearce proposed the joint event be scheduled for Saturday 26 August and for risk assessments and required external licenses to be arranged with Norfolk and Waveney Mind outside of the Sub-Committee meetings, with invitations to other organisations and publicity

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to be organised after May; seconded by Cllr Barker; all in favour. Cllr Pearce amended the proposal for the provisional budget of £5,000 to be made available for the event, subject to approval by Full Council; seconded by Cllr Barker; all in favour.

**35. Finance**

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

It was noted that any underspend from the ring-fenced amount for International Women’s Day would be rolled over.

35.2. To consider budgeting and applying for an annual Amplification Notice for the Triangle area. A premises license application for amplification would cost £300, followed by an annual fee of £70, plus the fee for the notification in the local paper. Cllr Pearce proposed to apply for an annual Amplification Notice which would be funded from the 2022 - 2023 Events budget; seconded by Cllr Youngman; all in favour.

**36. Events**

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

Cllr Barker thanked Councillors and officers who had been involved in events since the last meeting of this Sub-Committee, including: Cllrs Pearce and Brooks who spoke at the Holocaust Memorial event; those who attended and organised the Kensington Gardens Holocaust Memorial bench; the Guava commemoration; and those who attended the Ukrainian flag raising ceremony. Cllr Pearce thanked all officers who had been involved in organising, attending and supporting all events in the past civic year.

There were no applications requiring consideration.

36.1a First Light Event application - Cllr Youngman declared she is also on the steering group and Cllr Barker confirmed she had attended the previous steering group meeting. It was noted that their grant application had not yet been considered by the Finance and Governance Committee (F&G) and that the event application would be considered on the assumption that grant would be approved.

A canoe event had been mentioned by the steering group and it was anticipated that the ongoing works on the boating lake should be completed before the festival in June. It was agreed to progress this item after the next F&G meeting.

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

There was no report of permissions granted for events on Town Council owned land.

36.3. To consider the following timetable of events:

*Table 1 - Schedule of events*

Date	Item
8 March 2023	International Women’s Day (online) The Communications Officer and Office Administrator were thanked for their work and it was noted that ten people had been involved in the project.

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Date	Item
7 April 2023	<p>Good Friday Market</p> <p>Eight stalls were committed for the event. It was noted a budget of £250 was required for the amplification and bookings. Cllr Pearce proposed a maximum budget of £300; seconded by Cllr Youngman; all in favour.</p>
8 May 2023	<p>Coronation Concert</p> <p>Cllr Pearce proposed the Lowestoft Lions Club have a presence at the event and carry out activities, subject to them handling the licensing requirements to ensure compliance with regulations (the Office Administrator would notify them of these requirements); seconded by Cllr Youngman; all in favour.</p> <p>It was noted that the event was scheduled for Sunday 7th May. An approach had also been made by the Raw British Legion to have a presence and it was agreed this would be ideal.</p>
May 2023	<p>90<sup>th</sup> Anniversary Town Hall Riots</p> <p>Cllr Pearce would discuss this with the Jack Rose Old Lowestoft Society at their monthly meeting and establish if they would support the event. Cllr Pearce proposed a delegation be made to officers in conjunction with this Sub-Committee and the Jack Rose Old Lowestoft Society to organise a small heritage event, and if needed for a £500 budget to be made available and delegated to officers; seconded by Cllr Barker; all in favour.</p> <p>It was noted that a plaque could be installed when the Town Hall project is completed.</p>
28 July -6 August 2023	<p>Climate Event/Love Parks</p> <p>It was suggested to combine the two events, with an online lead up to showcase the parks and promote the event. Officers would consider extra funding requirements and anything over the provisional budget of £2,500 for the Climate event would be funded from the Events budget and approved at the April meeting. Norfolk and Waveney Mind mentioned they run projects for people struggling with climate anxiety and could collaborate with the Town Council for the event. It was suggested to also contact Pathways Care Farm for input or collaboration. Cllr Pearce proposed a recommendation be made to Full Council to approve this event and its budget. If Full Council approve the event then officers would be authorised to draw from the ring-fenced budget from April 2023, within this Sub-Committee's per item expenditure cap, to organise the event. Further details on funding requirements would be provided at the April meeting. Seconded by Cllr Youngman; all in favour.</p>
5 August 2023	<p>Pride Event</p> <p>It was noted that a short mission statement was required. The Sub-Committee were open to collaborations with Norfolk and Waveney Mind who could supply an SOS tent.</p>

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Date	Item
8 to 17 September 2023	Heritage Open Days It was noted that there would be a change of Chair on the steering group and there had been a change in the situation regarding stakeholder representation on the steering group. Cllr Pearce would have discussions with the group and then put them in contact with the Communications Officer.
October 2023	BHM 2023 It was suggested to contact schools to establish their interest in participating and receive their input on how to shape the competition. It was suggested communication be sent to the Head of History or Humanities. This would be discussed further at the April meeting.
November 2023	Remembrance Event This would remain a standing item on the agenda for updates.

### 37. Events for consideration and timetabling

37.1. To receive an update from Norfolk and Waveney Mind regarding a wellbeing festival being held in Lowestoft in 2023.

This was brought forward as the first item of the meeting.

37.2. 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.

It was noted that the Town Council did not own land in London Road North but would support events. An update would be received at the next F&G meeting where implications would be considered. In the interim, Councillors would have a stand-alone zoom meeting with Lowestoft Vision and the Marina Theatre individually and re-visit this item in April.

### 38. Communications

38.1. To receive an update on the memorial to all Lowestoft boats and Seafarers lost at sea down the years.

There had been public enquiries made about having this memorial. Further research would be required, such as from the General Register Office where deaths at sea were recorded, and it would need to be established how far back in time the data would be collected from. A local historian had previously indicated that some research had already been undertaken and would be happy to assist the Town Council with the project. It was requested to have this item as a placeholder for the April meeting, though the project would not be progressed until the new Town Council is elected, and for officers to contact the Sub-Committee members for ideas to bring to the meeting. It was noted that the number of names would dictate the size and location of the memorial. A dedicated wall mural at The Ness was suggested as a separate project.

38.2. To consider use of Lowestoft Borough Crest in activity that Lowestoft Town Council undertake.

It was noted that there could be legal impediments over ownership as the borough was abolished in 1974 and Lowestoft was unparished for forty-three years. As the crest would have significance for heritage and civic events it was requested officers make enquiries on any legal requirements and impediments on the use of the crest and bring information to the next meeting. If there were no issues and the Town Council wanted to use the crest then this would

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go to the AGM of the new Town Council to make a decision.

**38.3. To receive a report on Keep Britain Tidy Network Awards 2023.**

The Communications Officer had produced a report of discussions held with companies and councils at the event on the actions and schemes they have implemented. As engagement with schools and businesses was required per the Climate Emergency declaration and Lowestoft's Earth Protector Town status, it was requested the Communications Officer attend the next Climate and Ecological Emergency Committee meeting to provide this feedback. This item would be re-visited in April to develop a plan for the next Council term.

**39. Date of next meeting**

Wednesday 26 April 2023 at 10am

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

It was noted any items would be to receive updates or to enable staff to carry out actions whilst the Town Council are unable to call meetings.

**41. 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.**

***The Chair closed the meeting at 11:43***



Signed: .....

26 April 2023