

**Lowestoft Town Council**  
**Meeting of the Events and Communications Sub-Committee**  
**Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**10.00am on Wednesday 26 April 2023**

**MINUTES**

**Present:** Cllrs Sonia Barker (Chair), Wendy Brooks, John Pitts and Andy Pearce

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

**Public:** One member of the public was in attendance (in person) presenting the Town Hall Project Heritage Engagement

**43. Welcome**

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

**44. To receive and consider acceptance of apologies absence**

No apologies were received ahead of the meeting.

**45. Declarations of Interests and Dispensations**

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

Cllr Pearce declared that he was a member of the Jack Rose Old Lowestoft Society and a member of the Town Hall Project Board; Cllr Barker declared that she was also a member of the Town Hall Project Board.

45.2. To consider written requests for dispensations for interests and note dispensations granted. None were received.

Cllr Barker invited Jess Johnson (the member of the public and Town Hall Project Heritage Engagement Officer) to present on the Town Hall Project Activities. Jess Johnson gave a brief overview of the activities that had taken place from August 2022 to May 2023. These pilot activities have been funded through the National Lottery Heritage Fund to engage a wider range of people with heritage. The activities had received a positive response, especially from families who have been asking for more activities. The proposal being brought forward was for a continuation of a small element of these activities from May 2023 to September 2023 when the National Lottery Heritage Fund money would not cover the activities whilst the next stage funding bid was being considered. A particular focus during this period would be to continue working with Food In School Holidays (FISH), having a presence at First Light Festival, attending LTC summer events (such as Pride), Heritage Open Days and continuing with a wide range of marketing on the Town Hall Project (in-person events, leaflets, online, press releases etc.). The Memories Bike would continue to be used to collect memories and stories, with these being used in any heritage interpretation if the next funding stage was successful.

*At 10:11, the Town Clerk entered the room, leaving at 10:13.*

Cllr Pearce commented that the Project Board had agreed that continuity in events between funding bids would be a good idea.

Cllr Barker wondered what the presence at the First Light Festival might be? Jess answered that the memories bike with family activities, alongside information on the Town Hall Project was being planned. First Light Festival were interested in this in-principle but had yet to allocate

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where the activities could take place. Cllr Brooks commented that, given that both the First Light Festival and the Town Hall would be embracing the environment, could the presence raise the environmental profile of the Town Hall more. This comment was taken on board.

Cllr Pearce suggested that, as these activities were outside of the project's funding scope, the underspend from the Events Budget in 2022/23 could be used. The Deputy Town Clerk informed the Sub-Committee that she had an up-to-date funding position on the Events budget that would influence this decision and needed to be discussed before an agreement is made.

Jess clarified that the work being undertaken would be through her as a freelancer.

Cllr Brooks asked a question about the level of engagement between NR33 (South Lowestoft) and NR32. Jess confirmed that the original proposal was for the area around the Town Hall but the engagement has focused on both areas to engage with a wider target audience.

Cllr Barker thanked Jess for her presentation.

*The Finance and Information Officer entered the room at 10:27*

**46. To consider the draft minutes of the meeting on 8 March 2023**

These were proposed for acceptance by Cllr Pearce, seconded by Cllr Brooks; all in favour.

**47. Public Forum**

47.1. An opportunity for the public to make comments on any matters on this agenda and to consider any advance comments from the public.

No additional comments from the public had been submitted.

**48. Finance**

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

The budget sheet was displayed on the screen. The Deputy Clerk explained that there was an oversight between the main Council budget and the Events budget with only £3000 set for the Mental Health Festival (MIND event) when £5000 had been committed to it. This meant that from the earmarked reserve (£8300), £2000 would be needed to offset the difference and another event looking at needing an increased budget, which would be discussed later in the meeting, might also need to use the earmarked reserve.

Cllr Barker asked whether the MIND event's budget had been rolled forward from 2022/23 as had been discussed at Budget and Loan Sub-Committee. It was confirmed that the figure rolled forward was £3000 with the Finance and Information Officer checking if that had been moved to the Grants budget.

Cllr Pearce questioned what the £15,000 budget reserve in the Events budget was for. The Finance and Information Officer confirmed that this amount could also be used for this.

Cllr Pearce then confirmed that, when the budget was looked at in January, an amount was earmarked to offset against the 2023/24 budget, with £2500 left for any events for the remainder of the 2022/23 budget year. Cllr Pearce suggested that this amount was now swallowed up by the increase for the MIND event, effectively making the 2022/23 budget have no underspend. Cllr Pearce proposed a maximum budget of £3000 for the delivery of the Town

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Hall Heritage engagement activities to come from the £15,000 budget; seconded by Cllr Barker; all in favour.

Jess clarified that the FISH events for October and December 2023 had also been put forward in her proposal as the heritage team for the next stage may not be in place by then. The Deputy Clerk asked if Jess would provide her own insurance for these events. Jess confirmed that she would.

**49. Events**

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

No applications were needing consideration.

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

The Office Administrator reported that one event had been given permission. This was a Brass Band Event in Sparrows Nest on 6<sup>th</sup> August 2023.

49.3. To consider Town Hall Project activities and its relevant budget.

This was considered earlier in the meeting.

49.4. To consider the following timetable of events:

Cllr Pearce asked if reviews for events that have happened could go on the next agenda so that previous events could be reviewed.

*Table 1 - Schedule of events*

Date	Item
7 May 2023	<p><b>Coronation Concert</b></p> <p>An update was given on the event arrangements with the event working in collaboration with the Royal British Legion. Now that the election position for Councillors was clearer, Councillors were going to be asked to volunteer to help out with the event.</p> <p>More communications and publicity would be going out over the coming week to promote the event and what the public could bring along to the park.</p> <p>Cllr Brooks asked if a bottle bank could be included in the event plan for glass bottles. The Deputy Clerk confirmed that the event's position would be not to bring glass bottles for safety reasons but options would be explored.</p>

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Date	Item
28 July -6 August 2023	<p data-bbox="619 327 754 358"><b>Love Parks</b></p> <p data-bbox="619 400 1437 678">The Communications Officer gave an outline for the week with “pop-up” events in some of the Town Council’s parks. With this taking place during the summer holidays, some parks already have events taking place during that week, organised by external bodies, which would be highlighted as part of the campaign alongside other free activities that people can enjoy over the summer holidays. This would include the Ness app, nature trails and the “Andy the Clown” events in Sparrows Nest.</p> <p data-bbox="619 721 1426 822">Cllr Brooks suggested that the Communications Officer should attend the next Parks and Open Spaces Sub-Committee meeting so that the sub-committee could feed into the campaign.</p> <p data-bbox="619 864 1422 925">Cllr Pearce agreed but felt that the Communications Officer should be left to bring all the ideas and promotion together.</p>

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<p>5 August 2023</p>	<p><b>Pride Event</b></p> <p>A meeting paper was circulated ahead of the meeting. The Office Administrator gave an update on this evolving event, confirming that Health and Safety advice had been sought from the Town Council's advisor.</p> <p>Cllr Pearce proposed to recommend the additional budget of £5000 (taking this event's budget to £10,000) to the next AID Committee meeting, with F&amp;G also looking at how this budget could be split. This was seconded by Cllr Brooks; all in favour.</p> <p>The Deputy Town Clerk confirmed that lots of work had gone into making this event viable and that the decisions on location made at this meeting would be presented to SAG on 11<sup>th</sup> May who would make recommendations on the safety of the event. The Deputy Town Clerk raised that there are pros and cons to the three suggested sites raised in the meeting paper:</p> <ul style="list-style-type: none"><li>• Normanston Park – has parking and traffic management issues and is out of the town, but it is the largest space.</li><li>• Sparrows Nest/The Ness – has licencing and capacity issues but is more in the town</li><li>• Royal Green – has limited summer availability but is a large, central location</li></ul> <p>Cllr Pearce asked if there could be a central event with various "hub events" in different locations.</p> <p>Cllr Barker asked if the police could give advice on the parking and traffic management at Normanston Park. The Deputy Clerk confirmed that the police would not give advice until the SAG meeting.</p> <p>Cllr Barker raised that another issue with Sparrows Nest is the Ravine closure.</p> <p>Cllr Pitts agreed that every site has issues and wondered if Links Road Car Park could be used for parking with people walking down to Sparrows Nest. The Office Administrator raised that management of a number of sites would be difficult with limited volunteers.</p> <p>Cllr Pearce suggested that a collaboration with East Point Pavilion (who had already confirmed interest to Officers on being involved) and Lowestoft Vision on a parade could be explored, although there could be traffic issues with a parade going over the bridge.</p> <p><i>Jess Johnson left the meeting at 11:12</i></p> <p>Cllr Brooks stated that the event location shouldn't be chosen based on parking as this could be an opportunity to encourage other modes of transport. The Deputy Clerk confirmed that all events are organised around Health &amp; Safety. All Town Council events</p>
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	<p>encourage other modes of transport however plans for traffic management still need to be in place to satisfy the SAG review.</p> <p>Cllr Pearce suggested that he would be in favour of the event taking place in Sparrows Nest and surrounding venues with a parade element explored. Cllr Brooks raised the issue of managing multiple sites and questioned the need for a parade. The Office Administrator highlighted that the event plan was to organise a family-friendly event and that a parade isn't an essential element.</p> <p>Cllr Pearce proposed to look at Sparrows Nest as the central place for the event, using the surrounding areas for overspill as long as the volunteers could be found, with delegation to officers to explore the possibility of a Parade with Lowestoft Vision, local businesses and East Point Pavilion, whilst being aware of the need for safety precautions and making a decision on whether a parade is feasible; seconded by Cllr Barker; three voted in favour; one abstained.</p> <p>Cllr Pearce proposed that, due to the time constraints with this meeting, the other events in this table would be considered at the next meeting.</p>
26 August 2023	Norfolk and Waveney Mind and Wellbeing Event
8 to 17 September 2023	<p><b>Heritage Open Days</b></p> <p>The Deputy Clerk asked for an update on this, re-emphasising the Town Council's offer of an Officer representative on the steering group. Cllr Pearce confirmed that there would be an update soon and that the Steering Group would welcome this offer.</p>
October 2023	BHM 2023
12 November 2023	Remembrance Sunday and Parade Event

**50. Events for consideration and timetabling**

**50.1. To consider the timetabling for a Climate Event in 2023.**

The Communications Officer confirmed that this event had been moved for consideration due to issues around the previously proposed timings for events, including the original date clashing with the proposed Pride event.

Cllr Brooks suggested that all events should have a green emphasis to them.

Cllr Pearce agreed but suggested that a dedicated climate event should still be considered at the next Events and Communications Sub-Committee Meeting in June, with the event possibly taking place in September.

**50.2. To consider future Market dates at the Triangle Market.**

Cllr Pearce suggested that this could be put on the next AID agenda to look at dates for the next three markets.

**51. Communications**

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- 51.1. To receive a report from the Communications Officer, including analytical data.  
Cllr Brooks suggested that this was moved to June so that the data could be given full consideration. Cllr Pearce agreed, adding that this information could be used to help focus the Town Council's online communications.

The Communication Officer agreed adding that he would update the date for the next period (April-June) to make the data more relevant to the next meeting.

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

It was agreed that this would be considered in June.

- 53. To consider a memorial to the Lowestoft Witches.**

Cllr Pearce confirmed that this suggestion have come from local historian, Ivan Bunn who has suggested that a memorial could be placed in front of the existing Witches Tree. Cllr Pearce suggested that Ivan should be invited to the next meeting to discuss this further.

- 54. Date of next meeting – To be confirmed.**

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

- 56. 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.**

Meeting closed at 11:47

Signed,



28 June 2023