

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 July 2023

Minutes

Present: Cllrs Sonia Barker (Chair), Wendy Brooks, Andy Pearce, John Pitts, Bernie Rappensberger, Elise Youngman

In Attendance: Christopher Meek (Office Administrator), Michael Winter (Communications Officer)

Public: No members of public were present and there were no attendees online.

17. Welcome

The fire evacuation procedure and right to report at meetings was explained and the meeting welcomed.

18. To receive and consider acceptance of apologies absence

No apologies were received.

19. Declarations of Interests and Dispensations

19.2. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda.
None were declared.

19.3. To consider written requests for dispensations for interests and note dispensations granted.
None were received ahead of the meeting.

20. To consider the draft minutes of the meeting on 28 June 2023

Councillors raised a few typos that were in the minutes. Cllr Brooks proposed to accept the minutes, noting the raised typos, seconded by Cllr Pearce, all in favour.

21. Public Forum

An opportunity for the public to make comments on any matters on this agenda and to consider any advance comments from the public.
No comments had been submitted ahead of the meeting.

22. Finance

a. To monitor expenditure by the sub-committee from its delegated budget.
The budget sheet was displayed on the screen. Cllr Brooks questioned the £500 that was assigned to the Town Hall Riots event. It was explained that this showed the maximum budget assigned to the event and that the final costings for the event had not yet been received by the office.

Cllr Pitts proposed for the budget sheet to be in a more user-friendly format for meetings and the general public, seconded by Cllr Barker, all in favour.

23. Events

a. Any applications for events on Town Council owned land which need sub-committee consideration.
There were no applications needing consideration.

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- b. To receive a report of permissions granted for events on Town Council owned land. The Office Administrator reported that there were no additional permissions given on top of the events reported at the last meeting and Town Council events taking place over the next month.
- c. To review and consider the following timetable of events:
Cllr Barker proposed to bring the consideration for the Rock N Roll Festival events date forward, seconded by Cllr Rappensberger, all in favour.

August 2024 – Rock N Roll Event

Officers raised queries that they had on the event, especially on security, alcohol permissions, ticketing and potential collaboration with an external events provider. Cllr Pearce suggested that these questions should be emailed to councillors to get their opinion ahead of the next Events and Communications Sub-Committee meeting.

Cllr Brooks raised concerns on the number of similar events taking place during August. Cllr Youngman responded that she had suggested August as that was when the acts had the most availability.

Officers asked for clarification on how long the event should run for, as this would influence the number of acts required. Cllr Pearce suggested that the live music element should run until 6pm. It was confirmed that Sparrows Nest has a licence for live music until 10pm.

Cllr Pitts suggested researching when the other local events take place to work out when a suitable date could be organised.

Cllr Pearce proposed to provisionally use the third weekend in August, subject to clashes with other events and availability of the acts, so that officers could contact the acts, and that this could then be brought back to the next meeting, seconded by Cllr Barker, five in favour, one abstention.

Table 1 - Schedule of events

Date	Item
8 March 2023	International Women's Day Cllr Brooks commented that there was a lack of focus for this year's event and that she was disappointed in the response. Cllr Pearce proposed to put the 2024 event on the agenda for the next meeting and to work on the ideas for next year, giving the event a longer lead in time, seconded by Cllr Barker, all in favour.
28 July -6 August 2023	Love Parks The Communications Officer gave an update on the events taking place next week, updating the sub-committee on one change to include the Rosedale Park Play Area opening alongside a litterpick.

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Date	Item
5 August 2023	<p>Pride Event</p> <p>The Office Administrator gave an update on the upcoming event, highlighting the inclusive nature of the event. Cllr Brooks commented that she had seen lots of positive feedback on social media about the event. Officers credited conversations with external organisations who had assisted with the tone of the event. Cllr Brooks asked if the Pride Flag could be flown for the event. Officers confirmed that this was already planned and that several flags representing different parts of the LGBT+ community would be displayed in both parks with information about what each flag represents.</p>
26 August 2023	<p>Norfolk and Waveney Mind and Wellbeing Event</p> <p>Cllr Pearce gave a brief background on this event. It was confirmed that Norfolk and Waveney MIND are organising the Festival of Kindness with the event running from 12noon-8pm.</p> <p><i>Cllr Youngman left the room at 10:48</i></p>
8 to 17 September 2023	<p>Heritage Open Days</p> <p>Officers raised that there had been no contact so far from the steering group. Cllr Pearce advised that the HODs group should be in contact this week.</p> <p>Officers also advised that they had been receiving queries from members of the public about what was taking place this year but were not aware of where they could be signposted to.</p> <p><i>Cllr Youngman returned to the room at 10:51</i></p>
October 2023	<p>Black History Month 2023</p> <p>The Communications Officer gave an update on work that had been undertaken to create the competition briefs which had been circulated.</p> <p><i>The Office Administrator left the room at 11:01</i></p> <p>The Communications Officer also confirmed that all the local schools and youth groups had been contacted with the information.</p> <p><i>The Office Administrator returned to the room at 11:03</i></p> <p>Cllr Brooks suggested that Pride could be used to advertise the competition. The Communications Officer confirmed that a plan was already in place to use Pride and Love Parks to advertise the competition.</p>
11 November 2023	Armistice Day
12 November 2023	Remembrance Sunday and Parade Event

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3 December 2023	Christmas Market It was highlighted that this date was chosen to tie in with the Christmas Light Switch-On.
6 June 2024	80 D-Day Anniversary The Office Administrator gave feedback on a recent debrief from the Armed Forces Day organisers. Officers had raised concerns about taking over the event having been advised to budget for £15,000 for the D-Day event. Cllr Pearce advised that this would need to go to Full Council to agree. The previous organisers had also suggested to Officers to set up a working group for D-Day and National Armed Forces Day organisation which they would be happy to contribute to.
August 2024	Rock N Roll Festival This was discussed earlier in the meeting.

24. Events for consideration and timetabling

- a. To consider a competition for a mural on the seawall at North Denes.
It was agreed that this should be considered by The Ness working group and would come back to this sub-committee if a competition element needed to be discussed.
- b. To consider joint venture working to submit a bid for Lowestoft to host National Armed Forces Day and forming a working group.
Cllr Pearce proposed to create a single working group to plan for D-Day in 2024 and the National Armed Forces Day in 2025 with a delegation to staff to make the arrangements for the group alongside other stakeholders, seconded by Cllr Barker, all in favour. T was also agreed to have an item on the August Full Council to look at the budget allocation for this.
- c. To consider a Climate Event.
Cllr Brooks suggested that this should be organised alongside the Climate and Ecological Emergency Committee and that suitable dates and timings should be looked at. Officers agreed to contact the Big Green Week campaign to see what their dates for 2024 were going to be.

25. Communications

- a. To receive a report from the Communications Officer.
The Communications Officer gave a brief report on communications this month. It was also confirmed that the analytical data would be presented to the sub-committee on a quarterly basis rather than monthly to show the impact of campaigns.
- b. To make a recommendation to AID on development of our website.
The Communications Officer gave an update on quotes and had put together a recommendation for a specific provider. It had been suggested that councillors might wish to be involved in early talks on the website design with the provider with some dates in September suggested.
Cllr Pearce proposed a delegation to Officers to arrange a meeting with the provider, seconded by Cllr Barker, all in favour.

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Cllr Pearce proposed for the Communications Officer to put together a briefing paper for the next Assets, Inclusion and Development Committee meeting in August for budgeting, seconded by Cllr Youngman, all in favour.

- c. To receive and consider a report regarding the possible transfer of the Lowestoft Borough Coat of Arms to Lowestoft Town Council.

Cllr Pearce proposed to make a recommendation to Assets, Inclusion and Development Committee to progress the acquisition of the Coat of Arms this year, with the funds coming from the arts and acquisition budget, seconded by Cllr Barker, all in favour.

Officers agreed to find out what the timeline for acquisition might be.

- d. To consider use and maintenance of LTC owned noticeboards.

Cllr Brooks raised that some of the LTC owned noticeboards included faded or out-of-date notices. Officers raised that there was a balance needed between the statutory notices that often run to several pages that needed to be displayed, and trying to include other material.

Cllr Pitts left the meeting at 11:32.

Cllr Brooks proposed that councillors could help out and support the updating of noticeboards, seconded by Cllr Pearce, all in favour.

Officers agreed to make any notices available for councillors willing to help out with updating noticeboards.

- e. To receive an update on IT provision.

The Communications Officer gave an update on a meeting with the IT Provider and that communication was good. The Communications Officer reiterated that if any councillors had any problem with their laptops, they should get in contact with the office.

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

It was agreed to discuss this at the next meeting.

- 27. To receive an update on the memorial to Amy Denny and Rose Cullender who were accused of witchcraft in the 17th century.**

Cllr Pearce suggested that the member of public should be contacted to give their thought on the material, size, design, and inscription for the memorial so that the budget could be assigned, seconded by Cllr Barker, all in favour.

- 28. To consider contacting neighbouring Parish Councils regarding the possibility of formal Parish Councillor liaison meetings on matters of mutual interest.**

Cllr Pearce confirmed that this was to discuss creating a forum that meets either quarterly or bi-annually to discuss matters that affect the four local parishes. Discussion points could be on climate issues, transportation, interconnectivity, and shared resources. It was suggested that the other councils are contacted to see if they would be interested.

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Cllr Brooks suggested that these meetings should be less formal and arranged when specific concerns are raised. Cllr Pearce suggested that this would be reactive rather than proactive.

Cllr Pearce proposed contacting the local councils to see if they would be interested, in principal, in holding regular quarterly or bi-annual meetings, seconded by Cllr Brooks, all in favour.

29. To consider the Town Council's relationship to Friends Groups.

Cllr Barker raised that this item had been discussed at the recent Assets, Inclusion and Development Committee meeting. Cllr Brooks raised that the issue was around the role of town councillors who are part of friends groups and participate in discussions in meetings.

Cllr Brooks left the meeting at 12:03

At 12:05 Cllr Pearce proposed to extend Standing Orders 2Y for a maximum of five minutes, seconded by Cllr Rappensberger, all in favour.

Cllr Pearce proposed for this item to be discussed at Full Council, seconded by Cllr Barker, all in favour.

30. Date of next meeting – Wednesday 23 August 10:00am

31. Items for the next Agenda and Close.

There were no additional items proposed.

32. 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 12:07

Signed



23 August 2023