

**Lowestoft Town Council**  
**Meeting of the Events and Communications Sub-Committee**  
**Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**10.00am on Wednesday 27 September 2023**

**Minutes**

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

**In attendance:** Christopher Meek (Events and Administration Officer), Michael Winter (Communications Officer)

**Public:** Two members of public were present.

**50. Welcome**

The fire evacuation procedure and reporting at meetings procedure was explained and the meeting was welcomed.

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

Apologies with reasons were received from Cllr Pitts. Cllr Pearce proposed to accept these apologies, seconded by Cllr Rappensberger, all in favour.

**52. Declarations of Interests and Dispensations**

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

Cllr Barker declared that she had recently been invited as Mayor to the Lord Kitchener's Ball and had declared this in her interests.

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

**53. To consider the draft minutes of the meeting on 23 August 2023**

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

Cllr Brooks proposed to moved item 58 on communications forward in the meeting, after the public session, seconded by Cllr Pearce, all in favour.

**54. 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.

Cllr Barker proposed to move item 59 to the public forum, seconded by Cllr Pearce, all in favour.

The two members of public gave a presentation on the "High Street Stroll" and "Our Fallen" initiatives. These had both received grant funding from the Town Council to aid their development. The presentation of both websites showed the ways that the websites could be used and their recent news that the Community Education Partnership would be promoting this resource to their schools. The projects aim to create a definitive list of information and

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images about the local area with the British Library offering to include the projects in their archives.

Cllr Pearce asked whether there was a plan to continue with updating the archive. The members of public confirmed that there was a commitment to continue to update the archive when new information becomes available.

Whilst also open to receiving information such as images for the archive, the website also has a section for people to include their own personal comments and memories to be included.

The “Our Fallen” project archives the information of over 2000 fallen soldiers and civilians lost during the World Wars. The members of the public appealed that if anyone who had any information which could be included in the projects to get in contact with them. It was also noted that the project was shortly to receive national publicity in a BBC magazine.

The members of public also requested to see the War Memorial that was previously situated in the old Town Hall if there was any possibility. Cllr Brooks suggested that officers should look to facilitate this.

Cllr Pearce commented that he would like to see some future contingency planning in place to enable the project to continue and be maintained.

*Members of public left meeting at 10:33*

At this point in the meeting, item 58 on communications was considered.

**Item 58a** – The Communications gave an update that officers were looking into some additional apps for grounds staff to help with report and following up on reports, including apps to help with stock control. This would come in the form of a trial through our current IT provider.

**Item 58b** – The Communications Officer referenced a paper that had been circulated on the analytical data.

Cllr Brooks raised that she was worried about some comments on the Town Council’s Facebook page and whether there was a way to better engage with comments of a negative nature. The Communications Officer reported that it was the policy to act factually and that there were policies in place to remove derogatory comments from the page.

Cllr Brooks also raised about looking into returning to having a messaging service on Facebook. The Communications Officer said that they would look into why this was removed and how best this could be monitored. It was raised that Facebook Messenger does not keep an accurate account of messages sent as these can be deleted and that, in order to keep a record, messaging the Town Council via their email address is more appropriate. Cllr Pearce commented that it might be good to look into how to encourage more interactive engagement.

Cllr Barker asked whether, since the Town Council has expanded and started doing more, if there was a noticeable increase in online posts including negative comments than previously. The Communications Officer commented that there was a constant increase in engagement

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and reach across social media and that this would naturally see an increase in negative comments.

**55. Finance**

- a. To monitor expenditure by the sub-committee from its delegated budget.  
The budget sheet was displayed and considered.

**56. Events**

- a. To note any applications for events on Town Council owned land  
None were received.
- b. To receive a report of permissions granted for events on Town Council owned land.  
None were needing consideration.
- c. To review and consider the following timetable of events:

*Table 1 - Schedule of events*

Date	Item
26 August 2023	<p><b>Norfolk and Waveney Mind and Wellbeing Event</b></p> <p>Cllr Barker thanked everyone who attended. It was noted that the organisers were pleased to have been able to run the event.</p> <p>Cllr Pearce asked if feedback from MIND on how they thought the event went could be sought. Cllr Brooks commented that the event was well organised and that they reacted well to the sudden weather changes experienced.</p> <p>The Events and Administration Officer reported that Lowestoft Town Council had been nominated by MIND for an Outstanding Contribution Award at their AGM to highlight the support given by the Town Council for their first Festival of Kindness.</p> <p>Cllr Brooks suggested that other ways of working with MIND should be explored for future events.</p>
8 to 17 September 2023	<p><b>Heritage Open Days</b></p>
October 2023	<p><b>Black History Month 2023</b></p> <p>An update was given on promotion of the event, including further contact with schools. Officers confirmed that they were still waiting to hear about availability from a possible venue for the awards ceremony.</p> <p>Cllr Pearce proposed a £500 additional budget for any performance associated with the awards, seconded by Cllr Rappensberger, all in favour.</p>

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Date	Item
28 October 2023	<p><b>Halloween Market</b></p> <p>Officers reported that several stalls had committed, including entertainers and street performers throughout the day. One of the stalls would also be doing pumpkin carving with a local supplier providing the pumpkins.</p> <p>Cllr Pearce commented that he was aware that the Marina Theatre had put in a grant application to aid their performance at the event. The Events and Administration Officer confirmed that they were aware and was following up.</p>
11 November 2023	<p><b>Armistice Day</b></p> <p>Officers confirmed that all arrangements for the day were in place and the relevant invitations would be going out.</p>
12 November 2023	<p><b>Remembrance Sunday and Parade</b></p> <p>Officers confirmed that they were proceeding with the arrangements with other stakeholders and musicians for the day.</p>
2 December 2023	<p><b>Christmas Market</b></p> <p>The Events and Administration Officer advised that communications on this event would be released following the upcoming Halloween Market. Some performers had already been confirmed for the event.</p> <p>Cllr Brooks asked whether there was any objection to having a brazier at the market. Officers reported that they had put a callout for a brazier to no avail but would welcome any contacts or suggestions.</p> <p><i>Cllr Barker left the meeting at 11:14. Cllr Rappensberger (Deputy Chair) was made Chair.</i></p>
27 January 2024	<p><b>Holocaust Memorial Day</b></p> <p>Officers confirmed that they were once again looking at Railway Station and Kensington Gardens to host events on the day, with a view to Kensington Gardens holding more activities.</p> <p>Cllr Brooks commented that she would like to see an expansion of the genocides that are marked this year.</p> <p>Cllr Pearce suggested that the speaker from last year should be asked to return this year. It was also suggested to try and extend an invitation to the local Quaker movement and the local Muslim community.</p>

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Date	Item
8 March 2024	<p><b>International Women's Day</b></p> <p>It was suggested that the WI (Women's Institute) could be used as a contact. Cllr Rappensberger advised that she had a good contact at the Kirkey WI branch that she could pass on to Officers. Cllr Brooks suggested that officers should engage with the WI for feedback before inviting them to a meeting to discuss any ideas.</p>
6 June 2024	<p><b>80 D-Day Anniversary</b></p> <p>Cllr Pearce commented that the £15,000 budget that was earmarked for this event would need to be considered by Full Council.</p> <p>The Events and Administration Officer reported that they had spoken to the Armed Forces representatives who would like to see the D-Day event take place on the 80<sup>th</sup> anniversary, which is a Thursday. This event would include the lighting of the beacon at 9:15pm. The representatives had also suggested that a mini Armed Forces Day could possibly be organised for Saturday 8<sup>th</sup> June.</p> <p>Cllr Pearce proposed to have two events, seconded by Cllr Youngman, all in favour.</p>
14-16 June 2024	<p><b>Climate Event</b></p> <p>The Events and Administration Officer reported that he was looking to arrange a meeting with Cllr Page to organise the event and get feedback.</p> <p>Cllr Brooks commented that the planned three-day event would need to include maximum input from all Councillors.</p>
August 2024	<p><b>Rock N Roll Festival</b></p> <p>The Events and Administration Officer reported that the office had still not received any replies from the list of contacts. Cllr Youngman commented that she would do some more research on potential groups.</p> <p>Cllr Brooks asked if a consideration for outdoor screening events could be considered at the next meeting.</p>

### 57. Events for consideration and timetabling

- a. To consider a date for Lowestoft Pride 2024

Cllr Pearce suggested to use the first Saturday in August (3<sup>rd</sup> August) as a working date. The Events and Administration Officer asked whether it would be a good idea to start approaching local stakeholders and companies on collaboration and sponsorship for the event. Cllr Pearce commented that it would be a good idea.

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- b. To consider summer event arrangements for Sparrows Nest Band Stand and any costs involved

The Events and Administration Officer reported that this was a suggestion from a visiting Brass Band earlier in the Summer who proposed that there could be scope for series of Summer sessions at the Bandstand in Sparrows Nest on weekends.

Cllr Pearce proposed to go ahead with the idea, with consideration on a suitable budget and logistics needing to be looked at, seconded by Cllr Youngman, all in favour.

### 58. Communications

- a. To receive an update on IT provision.

This was considered earlier in the meeting.

- b. To receive an update from the Communications Officer including analytical data.

This was considered earlier in the meeting.

### 59. To receive a presentation on the heritage "Our Fallen" project.

This was presented and considered earlier in the meeting.

### 60. To consider options for a consort badge for Mayor and Deputy Mayor and any costs involved (some aspects may be confidential)

It was agreed to move this item to confidential session.

### 61. Date of next meeting – Wednesday 25 October 10:00am

### 62. Items for the next Agenda and Close.

It was asked if an update on Armed Forces Day could be given at the next meeting, alongside other items already mentioned in this meeting.

### 63. 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 close the meeting to the public and move into confidential session, seconded by Cllr Youngman, all in favour.

Item 60. Some background information was read out regarding the Mayoral Chains for the Mayor and Deputy Mayor and the suggestion to have consort badges. It is understood that Lowestoft Museum currently have an old version of the consort chains from before the Town Council was formed.

*The Committee Clerk entered the meeting at 11:49.*

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The Committee Clerk gave further background into their research into the badges and a document was displayed with various designs and quotes.

Cllr Pearce proposed to proceed with purchasing a consort badge with a maximum budget of £850, with a delegation to staff on the design and supplier, seconded by Cllr Youngman, three votes in favour, one against.

*Meeting closed at 11:53*



Signed .....

25 October 2023