

Lowestoft Town Council
Meeting of the Events and Communications Sub-Committee
Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10.00am on Wednesday 22 November 2023

Minutes

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

In Attendance: Christopher Meek (Events and Administrations Officer) and Michael Winter (Communications Officer).

Public: There were no members of public present online or in person.

64. Welcome

The fire evacuation and reporting at meetings protocols were read out and the meeting was welcomed.

65. To receive and consider acceptance of apologies absence.

Apologies with reasons were provided for Cllr Barker. Cllr Pearce proposed acceptance of the apologies, seconded by Cllr Youngman, all in favour.

66. Declarations of Interests and Dispensations

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

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

67. To consider the draft minutes of the meeting on 22 October 2023

Cllr Pearce proposed acceptance of the minutes, seconded by Cllr Youngman, all in favour.

68. 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.

One comment was received ahead of the meeting on item 71.a. It was agreed that this comment could be relayed at the item.

69. Finance

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

The spreadsheet was circulated ahead of the meeting. Cllr Pearce suggested that it would be good to have the finalised costs for the Remembrance Events. The Events and Administration Officer commented that the event was under budget and that final costs are being collated.

70. Events

a. To note any applications for events on Town Council owned land.
None given.

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

Table 1 - Schedule of events

Date	Item
October 2023	<p data-bbox="619 517 938 551">Black History Month 2023</p> <p data-bbox="619 589 1430 689">An aide memoir for this event had been circulated to all councillors by Cllr Pitts. Cllr Pitts commented that this was to encourage other councillors to comment on the event.</p> <p data-bbox="619 728 1437 902">Cllr Pitts commented that, overall, the event was a success, particularly the musical elements. The main issues were around the size of the room to accommodate the number of people, the need for a compere to introduce the event and having a prescriptive running order.</p> <p data-bbox="619 940 1433 1081">Cllr Rappensberger read out comments on behalf of Cllr Barker who commented that a longer judging period was required and better event room management need, including the need for a microphone.</p> <p data-bbox="619 1120 1433 1294">The Events and Administration Officer commented that officers had looked at other venues for this year's competition following previous comments by councillors but availability was an issue. Officers would take on the comments about looking for other locations and creating a more prescriptive running order.</p> <p data-bbox="619 1332 1433 1435">Cllr Brooks suggested that it would be good to find a location where a pre-exhibition could be accommodated and thinking about extending the competition to adults with a separate event.</p> <p data-bbox="619 1473 1430 1547">Cllr Pearce commented that there was a dilemma in timings for the competition regarding half term.</p> <p data-bbox="619 1585 1414 1760">Cllr Brooks suggested thinking about the make-up of the judging panel, including the use of external "experts" especially of the art. Cllr Pearce suggested that external people would be welcome on the panel but should be across both the writing and arts competition.</p> <p data-bbox="619 1798 1401 2004">The Communications Officer suggested that the age categories could be looked at to make judging easier and more comparable, whilst also capitalising on the age groups that tend to enter. A suggestion was to split the Years 3-6 category into Years 3-4 and Years 5-6. Cllr Pitts suggested that a review on the competition's structure should take place.</p>

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28 October 2023	<p>Halloween Market</p> <p>Cllr Pearce commented that this was a fantastic day and that it was great to see a large turn out. Cllr Pearce extended his thanks to all staff involved in the day.</p> <p>Cllr Brooks commented that she would like to work more equally with Lowestoft Vision. Cllr Pearce agreed that the Town Council should work together with Lowestoft Vision, drawing on each other's strengths, to put on good events for the community.</p> <p>The Events and Administration Officer reported that this market was the most successful to date with stalls seeing over 125 interactions, over 50 pumpkins being carved (with additional pumpkins needing to be purchased on the day) and over 30 visitors to the facepainting stall.</p>
11 November 2023	<p>Armistice Day</p> <p>Cllr Rappensberger read out comments on behalf of Cllr Barker thanking everyone who supported the events over the Remembrance weekend, including the arrangements with Lady Clare for the awarding of the Nuclear Test Medal on Remembrance Sunday.</p>
12 November 2023	<p>Remembrance Sunday and Parade</p> <p>Cllr Brooks commented that it would be good to invite people of other faiths and no faith to speak at future events. The Events and Administration Officer commented that the event is planned in partnership with the Royal British Legion and that any changes to the event would need to be agreed by them.</p> <p>It was reported that this year's event had one of the highest attendances in recent years.</p> <p>Cllr Pearce asked that if in the future there is an "after event" organised, that any staff working on the day should also have an invite extended to them.</p>
2 December 2023	<p>Christmas Market</p> <p>The Events and Administration Officer gave an update on the event progress. It was also noted that the light switch-on was taking place that day and that a special discount on train travel from Ipswich had been organised.</p>

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27 January 2024	<p data-bbox="619 329 927 360">Holocaust Memorial Day</p> <p data-bbox="619 403 1406 501">The Events and Administration Officer confirmed that the Parcels Office at Lowestoft Railway Station had been booked for the Saturday morning, alongside the same Rabbi from last year.</p> <p data-bbox="619 544 1433 642">It was also reported that a local Primary School had been in contact about holding an event at Kensington Gardens on the Friday (26th January).</p> <p data-bbox="619 685 1430 784">Officers asked that if any councillors wanted to talk at the event, they should let the office know so that the event schedule could be planned.</p> <p data-bbox="619 826 1441 891">Cllr Brooks suggested that other communities should be contacted to contribute, including the local Polish and Sri Lankan communities.</p>
8 March 2024	<p data-bbox="619 902 959 934">International Women's Day</p> <p data-bbox="619 976 1382 1075">Cllr Brooks commented that it would be nice to have a physical event. Cllr Pearce suggested that a online promotion should be used in the build up to a physical, focal event.</p> <p data-bbox="619 1117 1437 1182">Cllr Brooks suggested about having something on the market on the Saturday 9th March.</p> <p data-bbox="619 1225 1437 1359">The Communications Officer commented that if school involvement was a part of the event, keeping to the Friday would be better following school responses to other Saturday events that have been planned (Armistice Day and Holocaust Memorial Day).</p>
6 June 2024	<p data-bbox="619 1366 887 1397">80 D-Day Anniversary</p> <p data-bbox="619 1440 1437 1610">The Events and Administration Officer reported that there were no plans for a national holiday on the day. The beacon lighting has been registered with an event taking place after school hours (4pm-9pm). The Royal British Legion have also confirmed that they would like to do a parade as part of the event.</p> <p data-bbox="619 1653 1414 1751">On Saturday 8th June, a possible mini-Armed Forces Day is being looked into. Officers have a site visit in the New Year at Ness Park with the organiser.</p>

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14-16 June 2024	<p>Climate Event</p> <p>The Events and Administration Officer commented that this event had been discussed at the recent Climate and Ecological Emergency Committee, including having the need for input from all Councillors. It was noted that the event on the Friday would involve local schools at the East Coast College skills centre with the main event taking place on the Saturday at Sparrows Nest with music, plant-based food vendors and external stakeholders.</p> <p>Cllr Brooks suggested that the Excelsior Trust could be involved. This was noted by officers.</p>
22 June 2024	<p>First Light Festival</p> <p>The Events and Administration Officer reported that the organisers had already done a soft launch of the festival for next year and that a grant application was expected by January.</p> <p>Cllr Pearce commented that there was a discussion at the last Parks and Open Spaces Sub-Committee meeting which included a recommendation to Full Council. The Events and Administration Officer confirmed that they were aware and had already had conversations in the background with the event organisers.</p>
3 August 2024	<p>Lowestoft Pride</p> <p>The Events and Administration Officer commented that a soft launch to the people involved in this year's Pride event had been completed. This also asked for comments on this year's event. It was noted that more work on organising Pride would be undertaken soon whilst extra external funding was also being sought.</p>
August 2024	<p>Rock N Roll Festival</p> <p>The Events and Administration Officer reported that they would be contacting the updated list of potential acts given by Cllr Youngman and putting together a sound tender for the event.</p> <p>Cllr Youngman commented that the new acts only had availability on 24th August.</p>

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September 2024	<p>Heritage Open Day</p> <p>The Communications Officer commented that a steering group meeting was planned in the New Year.</p> <p>Cllr Pearce suggested that thoughts could be given to additional support for HODs in 2024 other than the grant, including having events on Town Council-owned land. The Events and Administration Officer suggested the use of the Triangle with a market, including arts and crafts from yesteryear. Councillors were encouraged to inform the office if they had any contacts who might be interested in being a part of this.</p>

71. Events for consideration and timetabling

- a. To receive an update on the location for the memorial to Lowestoft boats and seafarers lost at sea.

The Events and Administration Officer reported that a grounds survey application had been submitted at the agreed location outside of the Maritime Museum with the office awaiting the report.

A member of public had written into the office to suggest having a sculpture in the shape of a boat for the memorial. Cllr Pearce suggested that this comment should be passed onto the Port of Lowestoft Research Society who are considering design options.

- b. To receive an update on the Amy Denny and Rose Cullender memorial.

The Communications Officer gave an update on quotes sought for a Portland Stone memorial and had received advice that Portland Stone may not be appropriate due to how it would deteriorate over time, with granite being a more suitable stone.

Cllr Pearce commented that he thought the member of public who had originally suggested Portland Stone had had a re-think and was looking at granite.

It was confirmed that the location for the memorial would be in Belle Vue Park.

- c. To consider the bid for Armed Forces Day 2025.

The Events and Administration Officer reported that informal conversations had taken place with East Suffolk Council and Lady Clare but these need to be formalised. Cllr Pearce asked for this item to be discussed on the next quarterly meeting with East Suffolk Council.

- d. To receive an update on 20th anniversary Fairtrade Event.

The Events and Administration Officer gave an update that they had contacted the local Fairtrade representative and was awaiting confirmation on the anniversary date. It was noted that Fairtrade fortnight has been moved from February to September to coincide with Fairtrade's own 30th anniversary.

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72. Communications

- a. To receive an update on IT provision.

The Communications Officer confirmed that there was nothing major to report other than raising awareness of the need to have a meeting with the new website providers. Cllr Pearce asked if the proposed budget for the website could be added to the budget spreadsheet.

The Communications Officer reiterated that if any councillors had any issues with accessing documents, they could book time with the office for additional training.

73. Date of next meeting – Wednesday 20 December 10:00am

74. Items for the next Agenda and Close.

It was agreed to add the Belle Vue 150th Anniversary event to the next agenda.

75. 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 11:40



Signed:

20th December 2023