

Lowestoft Town Council
Meeting of the Events and Communications Sub-Committee
Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10.00am on Wednesday 28 February 2024

MINUTES

Present: Cllrs Sonia Barker, Jen Jones, Bernie Rappensberger and Elise Youngman

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

Public: One member of public representing the Royal National Mission to Deep Sea Fishing was present (arriving at 10:02)

100. Welcome

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

The member of public arrived at 10:02

101. To receive and consider acceptance of apologies absence.

Apologies with reasons were received in advance from Cllrs Brooks, Pearce and Pitts. Cllr Youngman proposed to accept the apologies, seconded by Cllr Jones; all in favour.

102. Declarations of Interests and Dispensations

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

Cllr Barker declared that she was on the First Light Festival Steering Committee as a representative of the Town Council. It was noted that any declarations could be made if they arise during the meeting.

102.2 To consider written requests for dispensations for interests and note dispensations granted.

None received.

103. To consider the draft minutes of the meeting on 24 January 2024

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

104. 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 107b on the National Fishing Remembrance Service forward to allow for the member of public to give a presentation. This was seconded by Cllr Youngman; all in favour.

The member of public gave a short presentation on the background of the National Fishing Remembrance Day. The proposed date for the first National Fishing Remembrance Day is 12th May and aims to remember the lives of those who have lost their lives at sea. The hope is that this will become an annual event which will raise awareness of the dangers of fishing and the initiatives to make fishing safer. This national event is supported by the Royal Museum in

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Greenwich who are creating an interactive map of all the fishing memorials in the County. The member of public reported that they are planning to hold a service in Lowestoft on that day.

Cllr Barker asked the member of public who would be planning the event. The member of public commented that the national event has a template which will be used by the local branch of the Royal National Mission to Deep Sea Fishing to create its own event. They are currently looking for suitable venues with the South Pier being one of them.

The Events and Administration Officer commented that outdoor events were always preferable for numbers but that he was conscience of accessibility following experience of planning the Remembrance Sunday events.

Cllr Barker commented that she was supportive of the idea. Cllr Youngman read out notes that were provided ahead of the meeting by Cllr Pearce which supported the event and the town Council's participation. Cllr Rappensberger agreed and suggested that Officers should progress plans with the member of public.

The member of public agreed that the event needs to be accessible for the more elderly participants. They also commented that the event would be a good opportunity to locally honour everyone who had lost their lives as there had not been a dedicated memorial service for the fishing industry workers in Lowestoft for a while.

The Events and Administration Officer asked whether the member of public would like to come back to the next Events and Communications Sub-Committee at the end of March. The member of public commented that that would work well as their head office had only just started having conversations about the event.

Cllr Barker proposed to support the event with a delegation to staff to work with the member of public on details ahead of the next meeting in March, seconded by Cllr Rappensberger; all in favour.

The member of public left meeting at 10:17, escorted by the Events and Administration Officer who returned at 10:18.

105. Finance

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

106. Events

- a. To consider any applications for events on Town Council owned land:
 - i. Kensington Gardens – First Light Festival
The Events and Administration Officer read out comments submitted by Cllr Pearce regarding the already agreed grant application for the event and that the conditions for the events in Kensington Gardens included the activities being free to the public, that no charge was made for pitches or stallholders in Kensington Gardens (including percentage of takings) and that, if any damage is caused, that First Light Festival pay compensation for it.
Cllr Barker commented that it was important that the organisers make sure that any damage is rectified and that they are aware of possible works on the tennis courts if the refurbishment works overrun. The Events and Administration Officer commented

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that councillors needed to be mindful of any extra work needing to be undertaken by the grounds team to cover the event, including additional litter checks.

Cllr Youngman proposed to accept the application for use of Kensington Gardens for First Light Festival on condition that the organisers ensure that all events within the park are free, that there is no charge for pitches and stallholders in the park and that compensation is paid by the organisers if any damage is caused in the park. This was seconded by Cllr Rappensberger; all in favour.

- b. To receive a report of permissions granted for events on Town Council owned land.
No permissions had been given.
- c. To review and consider the following timetable of events:

Table 1 - Schedule of events

Date	Item
27 January 2024	<p>Holocaust Memorial Day</p> <p>Cllr Barker commented that this, and the event held on 26th January, were well attended and very moving in different ways. Cllr Youngman commented that it was good to see more school involvement in the event on 27th January.</p> <p>Cllr Barker thanked the staff for the organisation of the event, and to The Wherry Lines for the use of the Parcels Office.</p> <p>The Events and Administration Officer reported that thank you emails had already been sent out to everyone involved in the event and that Red Oak Primary School had also thanked the Town Council for the use of Kensington Gardens on the Friday.</p>
8 March 2024	<p>International Women’s Day</p> <p>The Events and Administration Officer gave an update on the event. This was going to be held at Gunton Estate Community Hall from 9am-4pm on Friday 8 March with a number of groups already committed to be at the event as speakers, with information stall and to carry out activities.</p>
30 March 2024	<p>Easter Market</p> <p>The Events and Administration Officer reported that he was seeking a £500 budget as this falls just before the new Market Budget in the new financial year. The day would also include supporting activities at the United Reformed Church which is being organised in collaboration with Marina Theatre.</p> <p>Cllr Youngman proposed to agree to a £500 budget for the market with a delegation to officers, seconded by Cllr Rappensberger; all in favour.</p>

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Date	Item
28 April 2024	<p>Suffolk Wildlife Trust Eco Event</p> <p>Cllr Barker declared that she was a volunteer for Suffolk Wildlife Trust.</p> <p>The Events and Administration Officer reported that officers have booked the stall at the event. The Communications Officer commented that he was liaising with the Climate Committee on materials to use. This would include material on the Plastic Free Community, Earth Protector Town, and possibly looking at another angle. The Communications Officer commented that the eco-printing of materials would require a budget but that he would check on costs and whether one was already approved by the Climate Committee.</p> <p>The Communications Officer commented that any councillors able to help out with the stall would be welcomed and that councillors should email the office with availability for the day.</p>
28 May 2024	<p>Belle Vue 150 Year Anniversary</p> <p>The Events and Administration Officer asked whether, if the RNPSA could not attend the event, whether the awarding of the Freedom of the Town could be delayed to coincide with their annual remembrance service in October. Cllr Barker asked for the office to contact the RNPSA on their availability. It was noted that a delegation was already in place for this.</p>
6 June 2024	<p>80 D-Day Anniversary</p> <p>The Events and Administration Officer reported that the event would be 1940s themed and include a few military vehicles alongside suitable entertainment. It was reported that a meeting with Kitcheners had been organised to discuss the final details.</p>
14-16 June 2024	<p>Big Green Weekender "Climate Event"</p> <p>The Events and Administration Officer reported that officers had had a meeting with East Coast College to discuss the Friday event. This would involve East Coast College hosting an event aimed at Primary Schools in the morning followed by High Schools and Academies in the afternoon.</p> <p>The Events and Administration Officer also reported that engagement with a range of organisations for the main Saturday event was high.</p>
22 June 2024	<p>First Light Festival</p> <p>It was noted that Cllr Barker had circulated a report on First Light Festival which had been shared with all Councillors. No other discussions took place.</p>

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Date	Item
6 July 2024	<p>Lowestoft Fairtrade Event</p> <p>The Events and Administration Officer reported that more information from the steering group had been received. It was noted that 2024 was the 20th anniversary of Lowestoft being a Fairtrade Town and that it was also the 30th anniversary of Fairtrade. The organisers are therefore looking to organise a Fairtrade conference in Lowestoft.</p>
3 August 2024	<p>Lowestoft Pride</p> <p>The Events and Administration Officer commented that plans were progressing well with outreach to local stakeholders. A grant application to the Arts Council was also being progressed. The event itself would be held in Sparrows Nest Gardens with other indoor venues also being used for parts of the event.</p>
24 August 2024	<p>Rock N Roll Festival</p> <p>The Events and Administration Officer confirmed that all acts had been confirmed and that a sound and stage tender for this event (and all suitable events) was being compiled.</p>
September 2024	<p>Heritage Open Day</p> <p>The Communications Officer commented that he was waiting to hear when the next steering group meeting was taking place.</p>
October 2024	<p>BHM 2024</p> <p>The Communications Officer commented that he was hoping to get the competition details finalised, including an idea for the theme, and out to the schools in the next few weeks.</p> <p>Cllr Youngman suggested the theme of “uplifting”.</p>
10 November 2024	<p>Remembrance Service and Parade</p> <p>The Events and Administration Officer commented that all was in hand with the event.</p>
11 November 2024	<p>Armistice Day</p> <p>This was the same as above.</p>
6 February 2025	<p>Boston Pionair Loss</p> <p>In was noted that this was a placeholder for future and that Cllr Pearce already had some contacts which will be circulated to Councillors.</p>

Cllr Barker commented that Holocaust Memorial Day 2025 should be add onto next agenda.

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107. Events for consideration and timetabling

- a. To receive an update on the memorial to Lowestoft boats and seafarers lost at sea.
Cllr Barker noted that Cllr Pearce and the Events and Administration Officer had already been approved as representatives for the steering group. The Events and Administration Officer commented that Cllr Brooks had expressed an interest in being involved in the steering group for the design. Cllr Barker commented that Cllr Brooks would be able to input ideas but that a decision on the steering group membership had already been made. Cllr Youngman suggested that that Cllr Brooks could be a substitute member as each organisation involved had two members. It was agreed that substitute members would be arranged as required.
- b. To consider an event for National Fishing Remembrance Day 2024 (12th May 2024)
This was considered during the public forum.
- c. To consider a civic event.
Cllr Barker commented that the Town Hall opening would be a good date for this. It was agreed that this could be looked at in the future.
- d. To receive an update on National Armed Forces Day 2025 bid.
The Events and Administration Officer reported that comments from Suffolk County Council and East Suffolk Council had been circulated to all councillors. It was noted that support from these authorities was needed for the event application to go ahead however, this was not forthcoming. Cllr Barker agreed that it did not look like this event would be going ahead but asked for the item to remain on the agenda following the next Quarterly Liaison with East Suffolk Council.
- e. To consider a Putting charity championship competition.
The Events and Administration Officer reported that this event had come from the Grounds Team and that there was a history of such an event taking place. The event was seeking a budget of £100 for a trophy with the money raised at the event to go to the RNLI. Cllr Rappensberger asked if the donation could go directly to the Lowestoft Branch of the RNLI. Cllr Youngman proposed to agree to the event taking place with a £100 budget for a trophy, seconded by Cllr Rappensberger; all in favour.
- f. To approve budget for Easter Market.
It was noted that this was already covered earlier in the meeting.
- g. To consider event for Victory in Japan 2025 (Friday 15 August)
The Communications Officer commented that this item, and the item on the Victory in Europe event was for the committee to confirm whether these two event should be timetabled for 2025. It was noted that, as of yet, no information on the national events had been released. Cllr Barker commented that this was something to think about and that the events could go into the events timetable for 2025.
- h. To consider event for Victory in Europe 2025 (Thursday 8 May)
This item was considered with the previous item.

108. Communications

- a. To receive an update on IT provision.

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The Communications Officer commented that nothing needed to be reported at this time.

- b. To consider a corporate strategy for communications.

The Communications Officer commented that this was brought up at the end of the last meeting of this committee. It was noted that the Town Council already has a Use of Media Policy and Community Engagement Policy that could form the basis of any discussions. The Communications Officer commented that there may be a difficulty in distributing a regular newsletter due to the size of the parish and that this would need to be looked at carefully. It was suggested that in-person “drop-in” events could be an option to engage with the public and meet them where they are.

Cllr Youngman temporarily left the meeting at 11:17

Cllr Jones suggested that in-person events could take place alongside the East Suffolk Council Communities Team events which often take place in the Town Centre.

Cllr Youngman returned to the meeting at 11:19

Cllr Barker suggested that the Communications Officer should put a paper together with ideas and questions on them and bring them to the next meeting to consider.

109. Date of next meeting – Wednesday 27 March 2024 10:00am

110. Items for the next Agenda and Close.

It was agreed to add Holocaust Memorial Day 2025 to the events schedule.

111. 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 11:23

Signed:

27th March 2024