**EXAMPLE AGENDA WITH THE STANDING ITEMS AS A SEPARATE SECTION, ALL REGULAR ITEMS ARE ADDRESSED AFTER**

For this example, the suggested are dealt with at the beginning of the meeting, with the regular items and business to follow. This example allows for the sub-headings and specific items within to be dealt with separately and as a priority, though there may be duplication if the regular business items cover similar topics.

# Welcome

To explain the fire evacuation procedure, welcome the meeting, and remind councillors and

members of the public of theright to report.

# To receive and consider approval of apologies for absence

# Declarations of Interests and dispensations

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

## To consider written requests for dispensations for Disclosable Pecuniary Interests and note dispensations granted.

# To consider the draft minutes of the meeting on XX XXXX 202X

# 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.

# To monitor expenditure by this Committee from the climate emergency budget, under delegated authority

# To consider and set a monthly target to be reported at the next meeting of this Committee

# To consider the following items:

## Climate Action Plan

## Earth Protector Town Status implementation

## Natural Environment

## Energy/Water/Built Environment

## Waste/Pollution

## Transport/Travel

## Finance

## Land use/Food & Agriculture

## Community Engagement/Inclusion

# *The agenda then continues with its regular items*

# To consider any matters to raise with Cllr James Mallinder (East Suffolk Council’s Cabinet Member for the Environment) and/or the Environment and Waste Group, and to receive feedback on any matters previously raised

# To receive an update regarding liaison with Peter Aldous MP on Lowestoft’s Blue Flag status

# To consider the Town Council’s ethical stance regarding its energy supply

# To receive an update on the provision of water bottler refill stations and refill schemes

# To receive an update regarding advice on the use of chlorine as a risk management measure for water storage

# Date of the next meeting

To be confirmed.

# Items for the next agenda and close

# 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, namely any legal issues relating to the matters on this agenda