

# Lowestoft Town Council Standing Orders and Policies Sub-Committee

For the attention of all Sub-Committee Members

You are summoned to attend a meeting of the Standing Orders and Policies Sub-Committee of Lowestoft Town Council, which will be a video meeting via Zoom, at 16:00 on 17 February 2021. **Members of the public are welcome to observe the meeting and submit comments regarding any item on the agenda in advance of the meeting. The link for members of the public to observe the meeting is as follows: <https://youtu.be/bPtEmi8QQgg>. The link for Councillors to access the Zoom meeting will be sent separately via email. The minutes and all public documents associated with this agenda will be published as usual.** *In providing any comments members of the public accept that, where they are suitable, they may be considered at the meeting and published in our minutes. Any individual submitting the comments should ensure that their name, address and contact details are included in their communication and should note that anonymous submissions will not be accepted. Members of the public accept that their name may be noted and recorded at the meeting. However, their contact details will not be noted and reported publicly.*

Councillors must register relevant interests and also declare them at a meeting if they have such an interest in a matter to be considered. Under the Localism Act 2011 a councillor with a **disclosable pecuniary interest** in a matter on the Agenda cannot take part or vote on that matter, unless they have been granted a dispensation. Under the Council's Code of Conduct a councillor must leave the meeting room if they have such an interest, unless they have been granted a dispensation. There may be other interests or matters in which councillors might be considered to be biased or predetermined in which cases they will need to consider whether they should be present.

The Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity as part of relevant decisions.

*S S Bendix*

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Shona Bendix, Clerk  
10 February 2021

**Lowestoft Town Council**  
**Meeting of the Standing Orders and Policies Sub-Committee**  
**Via Video Meeting**  
**16:00 on 17 February 2021**

**AGENDA**

- 53. Welcome and one minute's silence to be observed in respect of the passing of Councillor Sue Barnard**  
To welcome the meeting and remind Councillors and members of the public of the right to report and noting the application of the video meeting protocol.
- 54. To appoint the Chair of the Standing Orders and Policies Sub-Committee**
- 55. To receive and consider acceptance of apologies for absence**
- 56. Declarations of Interests and dispensations**  
56.1 To receive Declarations of Disclosable Pecuniary and Non-Pecuniary Interests from Councillors on items on the Agenda and to note that there are no written requests and grants of dispensations for Disclosable Pecuniary Interests
- 57. To receive any comments and note that the draft minutes of the meetings on 20 January 2021 will be considered at the next appropriate meeting**
- 58. To consider any advance comments from the public on any matters on this agenda**
- 59. To consider any feedback from other Committees and Sub-Committees, following this Sub-Committee's review of structures and Terms of Reference**
- 60. To consider appropriate financial delegations to Committees and Sub-Committees**
- 61. To review the following Town Council policies:**  
61.1 Grievance Procedure  
61.2 Legionella Control and Water Hygiene Policy  
61.3 Memory Stick Policy  
61.4 Noticeboard Protocol  
61.5 Open Spaces Strategy  
61.6 Pandemic Contingency and Recovery Policy  
61.7 Personal Use of the Telephone Policy  
61.8 Petty Cash Policy  
61.9 Pond Policy
- 62. Date of the next meeting**  
17 March 2021 16:00
- 63. Items for the next agenda and close**
- 64. 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**