

# 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 20 January 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/7cwV6AhEadM>. 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  
13 January 2021

**Lowestoft Town Council**  
**Meeting of the Standing Orders and Policies Sub-Committee**  
**Via Video Meeting**  
**16:00 on 20 January 2021**

**AGENDA**

**42. Welcome**

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.

**43. To receive and consider acceptance of apologies for absence**

**44. Declarations of Interests and dispensations**

44.1 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

**45. To receive any comments and note that the draft minutes of the meetings on 16 December 2020 will be considered at the next appropriate meeting**

**46. To consider any advance comments from the public on any matters on this agenda**

**47. To consider Committee and Sub-Committee structures and Terms of Reference, including to receive any comments from other Committees and Sub-Committees**

**48. To consider the following Town Council policies, following their review by Committees:**

48.1 Tree Policy

48.2 Toilet Strategy

48.3 Cycling Strategy

48.4 Environmental Policy, including to note the decision at the last meeting to recommend its adoption following the review of Committee and Sub-Committee structures

48.5 Adverse Weather Policy, including to consider proposed amendments by the Personnel Committee

48.6 The Conferring of the Title of Honorary Freemen and Freewomen policy, particularly with regard to conferring the title upon an organisation or object, and related arrangements

**49. To review the following Town Council policies:**

49.1 Grant Awarding Policy

49.2 Grievance Procedure

49.3 Health and Safety Policy

49.4 Heritage Plaques Policy

49.5 Incident Reporting Procedure

49.6 Investment Policy

49.7 IT, Internet, Social Media and Email Policy

49.8 Legionella Control and Water Hygiene Policy

49.9 Lone Working Policy and Risk Assessment

49.10 Media Policy

49.11 Member Officer Protocol

**50. Date of the next meeting**

17 February 2021 16:00

**51. Items for the next agenda and close**

**Lowestoft Town Council**  
**Meeting of the Standing Orders and Policies Sub-Committee**  
**Via Video Meeting**  
**16:00 on 20 January 2021**

52. 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