

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 28 April 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/JohJ5BxeVzA>. 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.

Please note the pre-election sensitive period is underway and Council meetings must not be used in a way which in whole or partly appears designed to affect public support for a political party or particular candidate. Any breaches will be reported to the Monitoring Officer.

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Shona Bendix, Clerk

21 April 2021

Lowestoft Town Council
Meeting of the Standing Orders and Policies Sub-Committee
Via Video Meeting
16:00 on 28 April 2021

AGENDA

75. 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.

76. To receive and consider acceptance of apologies for absence

77. Declarations of Interests and dispensations

77.1 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

78. To consider the draft minutes of the meeting on 17 March 2021 and the signing of previous minutes subsequent to 17 March 2020

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

80. To review the following Town Council policies:

80.1 Public Participation Protocol (Video Meetings), including to consider any feedback from the webinar-style meeting trials and any amendments which may be required regarding the arrangements for holding meetings from 6 May 2021

80.2 Social Media Protocol

80.3 Sponsorship and Advertising Policy

80.4 Tablet Policy

80.5 Toilet Strategy

80.6 Training and Development Policy

80.7 Whistleblowing Policy

80.8 Wildflower Meadows Policy

80.9 Cycling Pledge

81. To review the Town Council's Standing Orders, and to note the Finance and Governance Committee's recommendation to Full Council to adopt the Standing Orders at the Annual Meeting in their current form, with a comprehensive review to follow

82. To note and consider the development of work practice procedures

83. Date of the next meeting

19 May 2021 16:00

84. Items for the next agenda and close

85. 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