

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 14:00 on 8 July 2020. **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/gXSpG3BzaFY>. 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

.....
Shona Bendix, Clerk
1 July 2020

Lowestoft Town Council
Meeting of the Standing Orders and Policies Sub-Committee
Via Video Meeting
14:00 on 8 July 2020

AGENDA

- 1. To appoint the Chair of the Standing Orders and Policies Sub-Committee**
- 2. 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.
- 3. To receive and consider acceptance of apologies for absence**
- 4. Declarations of Interests and dispensations**
 - 4.1. 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
- 5. To consider any advance comments from the public on any matters on this agenda**
- 6. To review and adopt Sub-Committee arrangements**
 - 6.1 To note the membership of the Standing Orders and Policies Sub-Committee
 - 6.2 To appoint the Deputy Chair of the Standing Orders and Policies Sub-Committee
 - 6.3 To review and adopt the Terms of Reference of the Standing Orders and Policies Sub-Committee
- 7. To review the following Town Council policies and procedures:**
 - 7.1 Standing Orders, including to consider the following changes:
 - 7.1a To prevent Chairs and Deputy Chairs of Committees from also being the Chair or Deputy Chair of that Committee's Sub-Committees
 - 7.1b Automatic replacement of Town Council representatives to outside bodies at the next available Full Council meeting, should the current representative miss two or more meetings
 - 7.2 Financial Regulations, including procurement, contracts and preferred supplier arrangements
 - 7.3 The amended Complaints Procedure
 - 7.4 Any proposed Youth Engagement and Communities Engagement policies from the Assets, Inclusion and Development Committee
- 8. To consider a consultation on the proposed new model Code of Conduct**
- 9. To appoint two representatives from the Standing Orders and Policies Sub-Committee to the Working Group to review the Town Council's conduct in relation to the Equality and Diversity Policy and Code of Conduct**
- 10. Date of the next meeting**
- 11. Items for the next Agenda and Close**
- 12. 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**