

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 at 16:00 on 18 August 2021, at **First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE.**

The meeting is open to the public and press to attend and those attending the meeting shall be informed that the meeting may be reported on (including recording, photographing and filming). This does not apply to confidential items. Comments can also be submitted regarding any item on the agenda in advance of the meeting. Members of the public can join the meeting remotely via the following link: <https://us02web.zoom.us/j/82261535800>. The meeting can also be observed via the following link: <https://youtu.be/Qiq20FGXd58>. *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.

To help prevent the spread of Covid-19, all attendees should bring their own refreshments, their own pen for signing in, and should dress appropriately given the need for increased ventilation on the site. Every person attending should make their own risk assessment of the advisability of attending and/or any measures they should take individually to ensure their safety.

S S Bendix

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Shona Bendix, Clerk

11 August 2021

Lowestoft Town Council

Meeting of the Standing Orders and Policies Sub-Committee

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

16:00 on 18 August 2021

AGENDA

25. Welcome

To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public of the right to report.

26. To receive and consider acceptance of apologies for absence

27. Declarations of Interests and dispensations

27.1 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

28. To consider the draft minutes of the meeting on 2 August 2021

29. 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.

30. To review the Town Council's Standing Orders

31. To review the governance arrangements for the Council, Committees, Sub-Committees and delegations, given the ongoing effect of the pandemic, resignations and illnesses

32. To review Cllr Brooks' and any other comments on Committee and Sub-Committee Terms of Reference

33. To review the following Town Council policies:

33.1 Anti-Harassment and Bullying Policy

33.2 Code of Conduct

33.3 The Conferring of the Title of Honorary Freemen and Freewomen Policy

33.4 Cycling Pledge

33.5 Data Protection Policy

33.6 Data Retention Policy

33.7 Disciplinary Procedure

33.8 Disciplinary Rules

33.9 Environmental Policy

33.10 Equality and Diversity Policy

34. To review Cllr Butler's and any other comments on the Infrastructure Investment Plan

35. To consider the development of a policy for procurement of additional items of the Lowestoft Collection

36. Date of the next meeting

20 October 2021 16:00

37. Items for the next agenda and close

38. 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