

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 Wednesday 4 May 2022

MINUTES

Present: Cllrs Sonia Barker (Chair) Wendy Brooks, and Andy Pearce.

In attendance: Sarah Foote (Deputy Town Clerk)

Public: There were no members of the public in attendance, either in person or via Zoom webinar.

72. Welcome

The fire evacuation procedure and public right to report were explained and the meeting was welcomed. To receive and consider approval of apologies for absence

73. Apologies were received from Cllr Page and approved. Proposed by Cllr Pearce, seconded by Cllr Brooks; unanimously agreed.

74. Declarations of Interests and dispensations

There were no declarations of interest and dispensations recorded.

75. The resignation from Councillor Parker from this committee was noted.

76. To consider the draft minutes of the meeting on 9 March 2022

Cllr Brooks proposed acceptance of minutes, Cllr Pearce seconded; all in favour.

77. Public forum

No advance comments had been received. There were no members of the public in attendance, either in person or via Zoom webinar.

78. To review the following Town Council policies:

78.1 Grant Awarding Policy

Cllr Pearce proposed, subject to the amendments detailed in the document management section of the policy, that this policy be recommended to Finance and Governance committee and Full Council for adoption. Cllr Brooks seconded; all in favour.

78.2 IT Policy

It was noted that this policy is currently being re-written to take into account that Councillors are now provided with tablets and lap tops and to cover how town council data is being protected on mobile phones and personal lap tops, if councillors do not take the offer of an LTC provided lap top. Whilst this re-write, in conjunction with the Town Council's IT provider takes place, the current policy will remain in place. Proposed by Cllr Pearce, seconded by Cllr Barker; all in favour.

78.3 Redundancy Policy

It was proposed by Cllr Pearce, seconded by Cllr Brooks that this policy be retired as the procedure for redundancy is covered by legislation and employment contracts. The Deputy Town Clerk commented that all employment contracts would be need to be checked, if this was the case. Cllr Pearce responded that any areas of concern should be highlighted to the Personnel Committee to consider. All in favour.

78.4 Reserves Policy

Significant changes had been made to this policy in August 2021 (min ref FC 69.2a) including the addition of several appendices. Cllr Pearce explained that an appendix relating to CIL/Section 106 funds was also needed. It was proposed by Cllr Pearce, seconded by Cllr Brooks; all in favour, that the policy is recommended to Finance and Governance committee and Full Council for adoption.

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78.5 Open Spaces Strategy

Cllr Pearce proposed that the strategy be rationalised with any policies, or items that have the 'force' of a policy are taken from the strategy and written as a stand alone policy with a cross reference within the strategy. This Sub-Committee would then review the residual strategy. It was also suggested that the current Ponds, Tree, Wildflower and Mulch Policies could be combined into either a Parks Policy or Environment Policy. Cllr Barker seconded; all in favour.

78.6 Sponsorship and Advertising Policy

Cllr Pearce proposed, subject to the amendments detailed in the document management section of the policy, that this policy be recommended to finance and governance committee and Full Council for adoption. Cllr Brooks seconded; all in favour.

78.7 Sustainability Policy

Cllr Pearce proposed, subject to the amendments proposed by Climate Emergency and Ecological Committee and as detailed in the document management section of the policy, that this policy be recommended to Finance and Governance committee and Full Council for adoption. Cllr Barker seconded; all in favour.

78.8 Training and Development Policy

Cllr Pearce proposed, subject to the amendments as detailed in the document management section of the policy, that this policy be recommended to finance and governance committee and full council for adoption. members considered the comments from personnel but did not wish, at the present time, to introduce any clauses regarding the return of fees for professional qualification undertaken by staff if the said staff left the employment of the Town Council within a certain timescale post-qualification. It was also noted that the policy should be referred to Personnel to further consider Councillor training elements particularly in relation to the requirements for Councillor training and committee membership as set out in Standing Orders. Cllr Brooks seconded; all in favour.

78.9 Tree Policy

Cllr Pearce proposed, subject to the amendments detailed in the document management section of the policy, that this policy be recommended to Finance and Governance committee and Full Council for adoption. Cllr Brooks seconded; all in favour.

78.10 Whistleblowing Policy

Cllr Pearce proposed that this policy be recommended to Finance and Governance Committee and Full Council for adoption. Cllr Brooks seconded; all in favour.

At this point in the meeting it was proposed by Cllr Pearce, seconded by Cllr Brooks; all in favour, to suspend Standing Orders to allow business to be concluded.

78.11 Wild Flower Meadows Policy

Cllr Pearce proposed that this policy be recommended to Finance and Governance committee and full council for adoption. at a later date this policy would be reviewed in line with agreement made for Open Spaces Strategy as above. Cllr Brooks seconded; all in favour.

78.12 Video Meeting Protocol

Cllr Pearce proposed, subject to the amendments detailed in the document management section of the policy, that this policy be recommended to Finance and Governance committee and Full Council for adoption. Cllr Brooks seconded; all in favour.

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79.To consider recommending adoption of the following policies

79.1 Memorial Planting Policy

Cllr Pearce proposed, that this policy be recommended to Finance and Governance committee and Full Council for adoption. Cllr Barker seconded; all in favour.

80. Updates were provided on the following policies:

80.1 Arts Policy - Cllr Pearce proposed that this policy be recommended to Finance and Governance Committee and Full Council for adoption. Cllr Barker seconded; all in favour. It was noted that this policy would reviewed in line with the Acquisitions Policy and as the development of the Town Hall took place.

80.2 Toilet Strategy – it was agreed that this item be deferred to Finance and Governance Committee for consideration.

80.3 Pond policy - – it was agreed that this item be deferred to Finance and Governance Committee for consideration.

81. Revised Code of Conduct, process for review and adoption and Councillor Training

It was noted that this would be considered by the Finance and Governance Committee on 12 May

82. Review and Adoption of all policies the Annual General Meeting would be informed that all policies had been reviewed by Standing Orders and Policies, with recommendations to Finance and Governance, and then Full Council throughout the year. Those policies which, due to time constraints, that had not completed this process would be highlighted in the meeting paper provided to the Annual General Meeting.

83. Date of the next meeting

15 June 2022 at 16:00

84. Items for the next agenda and close

The meeting was closed at 18.22.

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. There were no items to be considered.

Signed:

15 June 2022