

**Lowestoft Town Council**  
**Extraordinary Meeting of the Finance and Governance Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**12:00 on 26 April 2023**

**MINUTES**

**Present:** Cllrs Sonia Barker, Wendy Brooks, Alan Green, Graham Parker and Andy Pearce (Chair)

**In Attendance:** Sarah Foote (Deputy Town Clerk) and Taylor Williams (Committee Clerk)

**213. Welcome**

The fire evacuation procedure and public right to report were explained, and the meeting was welcomed.

**214. Approval of apologies for absence**

Cllr Page was absent with no apologies received.

**215. Declarations of Interests and dispensations**

215.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from councillors on items on the agenda  
There were no declarations.

215.2. To consider written requests for dispensations for Disclosable Pecuniary Interests and note dispensations granted  
No written requests for dispensations had been received.

**216. To consider the draft minutes and appended confidential notes of the meeting on 3 April 2023**

Cllr Pearce proposed approval of the draft minutes; seconded by Cllr Parker; all in favour.

**217. 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.

There were no members of the public in attendance and no advance comments had been received.

**218. To consider the following recommendations from the Standing Orders and Policies Sub-Committee:**

- 218.1a. To recommend adoption of the following policies:
- Co-option Policy (as amended)
  - Equality and Diversity Policy (as amended)
  - Health and Safety Policy (as amended)
  - Infrastructure Investment Plan (as amended)
  - Investment Policy (as amended)
  - Memorial Planting (as amended) and Memorial Benches
  - Open Spaces Strategy (revised)
  - Reserves Policy (as amended)
  - Training and Development Policy (as amended)
  - Tree Policy (as amended)
  - Video Meeting Protocol (as amended and with revisions to be considered by Full Council)
  - Volunteer Policy (draft – to be considered further by Full Council)
  - Whistleblowing Policy
  - Wild Flower Meadows Policy (as amended)

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Cllr Pearce proposed, except for the Reserves Policy, to endorse the recommendations for all policies and request Full Council to approve the policies for next twelve months at the Annual General Meeting; seconded by Cllr Green; all in favour.

Cllr Pearce proposed to agree on amendments to the Reserves Policy under delegation and produce an updated draft with the new earmarked reserve targets to be recommended for approval to Full Council at the Annual General Meeting; seconded by Cllr Green; all in favour.

**219. Date of the next meeting**

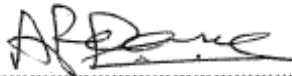
23 May 2023 14:00 (to be confirmed)

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

It was requested that any items be emailed to the office.

Cllr Green noted that an item may be required to discuss the Community Infrastructure Levy, pending the review by East Suffolk Council.

*The Chair closed the meeting at 12:11*



Signed: .....

23 May 2023