

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 9 March 2022

MINUTES

Present: Cllrs Sonia Barker (Chair) Wendy Brooks, Alan Green and Paul Page.

In attendance: Sarah Foote (Deputy Town Clerk) and Chris Meek.

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

61. Welcome

The fire evacuation procedure and public right to report were explained and the meeting was welcomed. Cllr Barker acknowledged comments from Cllr Pearce that had been circulated and thanked him for these.

62. To receive and consider approval of apologies for absence

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

63. Declarations of Interests and dispensations

There were no declarations of interest and dispensations recorded.

64. To consider the draft minutes of the meeting on 12 January 2022

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

65. Public forum

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

66. To review the following Town Council policies:

66.1 IT Policy

Cllr Barker spoke about the need of encryption to be included and mindful of personal and private use of equipment. Cllr Barker proposed to defer the review of this Policy to the next meeting, Cllr Page seconded; all in favour.

66.2 Open Spaces Strategy

Cllr Barker proposed to defer this to the next meeting; Cllr Page seconded, all in favour.

66.3 Standing Orders

Whilst there were no legislative changes to this document, it was noted that S/O 1t and S/O 4e needed tighter compliance with (individual speakers not to exceed three minutes unless exceptions and noting that Councillors should have reasonable training prior to joining a Committee). Cllr Barker asked that the document was also reviewed for gender neutral language. Cllr Barker proposed accepting Standing Orders pending changes, Cllr Green seconded; all in favour.

66.4 Redundancy Policy

It was agreed that this Policy should be moved to the Personnel Committee to review. Cllr Barker proposes; Cllr Page seconded; all in favour.

66.5 Reporting Procedure for Assets and Maintenance

Cllr Barker proposed that this Policy went to AID for review to get feedback and review comments prior to next meeting in April. Cllr Brooks seconded; all in favour.

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 9 March 2022

66.6 Representation on Outside Bodies Protocol

Cllr Brooks commented that in some cases councillors names were being used as Trustee of outside bodies but Councillors were not actually attending meetings and asked for this to be reviewed. Deputy Town Clerk confirmed that the review of representation would take place at the Annual General Meeting. It was proposed by Cllr Barker, seconded by Cllr Brooks to add the words 'primary allegiance; at point 2.2 and thereafter the policy was accepted.

66.7 Reserves Policy

It was agreed the committee defer this to next meeting for review.

66.8 Risk Assessment and Management Policy

It was agreed that this policy would be reviewed by the Finance and Governance Committee.

66.9 Safeguarding Policy

Cllr Brooks was conscious of the requirement for DBS checks with organisations that use Town Council assets. Item 6.2-bullet point four was discussed and it was agreed that this would stay in its current form with a requirement to report to Social Services. Cllr Brooks wanted the wording to item 9.2 to be changed from 'should have' to 'must have'. Cllr Pearce's comments were read out and changes made to the policy, there was also agreement that the policy would be referred to Community Safety and Personnel to review. Feedback should to go Finance and Governance to review and then to come back to Standing Orders in April for review.

66.10 Social Media Protocol

Cllr Green proposed that the Committee adopt this Policy; Cllr Page seconded; all in favour.

66.11 Sponsorship and Advertising Policy

Cllr Barker relayed the query that Cllr Pearce had submitted. It was agreed to seek clarification and defer this policy to the next meeting.

66.12 Sustainability Policy

It was agreed that this should be deferred until the next meeting and comments sought from the Climate Emergency and Ecological Committee.

66.13 Toilet Strategy – in conjunction with the Toilet Working Group

The Committee agreed this Policy should be archived. Cllr Barker proposed, Cllr Brooks seconded; all in favour. It was noted that Cllr Pearce would be working on a revised Toilet Strategy.

66.14 Training and Development Policy

It was agreed that this should be deferred until the next meeting.

66.15 Tree Policy

It was agreed that this should be deferred until the next meeting and comments sought from the Parks and Open Spaces Committee.

66.16 Whistleblowing Policy

It was agreed that this should be deferred until the meeting.

66.17 Wild Flower Meadows Policy

It was agreed that this should be deferred to the next meeting and comments sought from Parks and Open Spaces Sub-Committee.

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 9 March 2022

67. To consider recommending adoption of the following policies

67.1 Memorial Planting Policy

It was agreed to be deferred until the next meeting.

67.2 Conferring the Title of Freedom of the Town – post award information and guidance.

Cllr Barker recommended this Policy for approval, Cllr Green seconded; all in favour.

68. To consider development of an Arts Policy

A Zoom meeting would be arranged for Monday 14 March for all Councillors to attend and comments would be fed back to the Committee for further consideration at the next meeting.

69. Date of the next meeting

20 April 2022 at 16:00

70. Items for the next agenda and close

71. 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

Signed:



4 May 2022