

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 21 December 2022

MINUTES

Present: Cllrs Wendy Brooks (Chair), Alan Green and Andy Pearce

In attendance: Sarah Foote (Deputy Town Clerk)

Public: There were no members of the public in attendance (either in person or remotely via Zoom webinar)

22. Welcome

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

23. Apologies for absence

There were no apologies and all Sub-Committee members were in attendance.

24. Declarations of Interests and dispensations

None

25. The draft minutes of the meeting on 7 October 2022

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

26. Public forum

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

27. To reconsider proposed amendments (as agreed at last meeting) to Standing Orders

Discussion took place on SO 4 G vi and the process for appointing substitute members if councillors were unable to attend meetings. It was agreed to defer further consideration of Standing Orders to the next meeting. Proposed by Cllr Pearce, seconded by Cllr Books; all in favour.

28. Reviewing the following Town Council policies:

It was proposed by Cllr Green, seconded by Cllr Pearce and unanimously agreed that 28.2, 28.7, 28.9, 28.10, 28.11, 28.12 and 28.13 be recommended to Finance and Governance to consider with a recommendation to Full Council for adoption.

It was proposed by Cllr Pearce, seconded by Cllr Brooks and unanimously agreed that 28.4 and 28.14 would be referred to Budget and Loan Sub-Committee to consider.

It was proposed by Cllr Pearce, seconded by Cllr Green and unanimously agreed that Finance and Governance consider the IT policy in relation to members using their own devices as opposed to Town Council provided devices and how data can be protected. Cllr Brooks suggested that from May 2023 all members must use a Town Council provided device.

Amendments were made to the remaining policies as outlined below and it was proposed by Cllr Pearce, seconded by Cllr Brooks that these amended policies were recommended to Finance and Governance to consider with a recommendation to Full Council for adoption; all in favour.

- 28.1 Acquisitions and Disposal – be expanded to include policy for when consultants working on behalf of the Town Council may acquire artefacts
- 28.2 Appraisal Guidance
- 28.3 Heritage Plaques – be amended to include a definition and scope of the working group referred to within the policy.
- 28.4 Investment Policy
- 28.5 IT Policy

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- 28.6 Legionella Control and Water Hygiene Policy – be amended to included the recent recommendations of the health and safety consultant.
- 28.7 Lone Working Policy
- 28.8 Media Policy – be amended to note that Town Council now employs a Communications Officer.
- 28.9 Member Officer Protocol
- 28.10 Mulch Policy
- 28.11 Noticeboard Protocol
- 28.12 Pandemic Contingency and Recover Policy
- 28.13 Personal Use of Telephone Policy
- 28.14 Reserves Policy

29. Date of the next meeting

Wednesday 15 February 2023 at 16:00

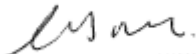
30. Items for the next agenda and close

Standing Orders. Mental Health policies. Others policies (R to S inclusive).

31. Resolution to close the meeting to the public

There were no confidential matters for consideration and the Chair closed the meeting at 16:56.

Signed:



15 February 2023