

# Lowestoft Town Council Annual Meeting

For the attention of all Councillors

You are summoned to attend the Annual Meeting of Lowestoft Town Council at 18:30 on 17 May 2022, which will be held at **Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB.**

**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 submitting 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/89896104337>. The meeting can also be observed via the following link: <https://youtu.be/B1GZCbGBjH0>. *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. Bendix*

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Shona Bendix, Town Clerk  
11 May 2022

# **Lowestoft Town Council**

## **Annual Meeting**

**Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB**

**18:30 on 17 May 2022**

### **AGENDA**

**1. To elect the Mayor**

To elect the Mayor and to receive the Declaration of Acceptance of Office, or agree that it can be signed at a later date.

**2. To appoint the Deputy Mayor**

**3. Mayor's Welcome and acceptance of Declaration of Acceptance of Office from Cllr Janet Craig**

The Mayor explains the fire evacuation procedure, welcomes the meeting, and reminds councillors and members of the public of the right to report. Also, to welcome Cllr Janet Craig and accept her Declaration of Acceptance of Office (signed in advance).

**4. To consider approval of apologies for absence from any Councillors not in attendance**

**5. Declarations of Interests and dispensations**

5.1 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

**6. To consider the draft minutes and appended confidential notes of the meeting on 26 April 2022**

**7. To receive the minutes from the following Committees and note the recommendations will be considered at the Full Council meeting on 24 May 2022:**

7.1 Assets Inclusion and Development Committee meeting 9 May 2022

7.2 Climate Emergency and Ecological Committee meeting 3 May 2022

7.3 Community Safety Committee meeting 23 March 2022

7.4 Finance and Governance Committee meeting 12 May 2022

7.5 Personnel Committee meeting 14 April 2022 (already received and considered at Full Council meeting on 26 April 2022)

7.6 Planning Committee meetings on 3 and 17 May 2022

**8. 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.

**9. To review and adopt the Council's policies and procedures, including Standing Orders and Financial Regulations**

**10. To consider adopting the revised Local Government Association Model Councillor Code of Conduct 2020, with effect from 28 June 2022**

**11. To review and adopt delegated authority and Committee arrangements**

11.1 Committees, including the following:

11.1a To review and consider adoption of the Terms of Reference

11.1b To consider composition

11.1c To review any delegations (officer, Committee and Sub-Committee)

11.1d To appoint Chairs

11.2 Officer delegations and signatory delegations

**12. To review and appoint representatives of the Council on other bodies**

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**18:30 on 17 May 2022**

- 13. To review and agree the Full Council and Committee meeting schedule for 2022 – 2023, and note the planned schedule for Sub-Committees**
- 14. To consider receipt of summons to meetings electronically**
- 15. To review the register of land and assets including building and office equipment**
- 16. To confirm the arrangements for insurance cover**
- 17. To review subscriptions to other bodies**
- 18. To note that all expenditure continues under the General Power of Competence and is subject to Full Council, Committee and Sub-Committee review**
- 19. To consider the following financial matters for 2022 - 2023:**
  - 19.1 To confirm the bank signatories
  - 19.2 To confirm bank reconciliation signatories
  - 19.3 To confirm internal controllers and substitute
  - 19.4 To review internal control arrangements
  - 19.5 To confirm fees and charges will remain at 2021 – 2022 rates, pending review if necessary by the Finance and Governance Committee
- 20. Date of the next meeting**
  - 24 May 2022 18:30 (ordinary Full Council meeting)
  - 26 May 2022 19:00 (Annual Assembly of the Town)
- 21. Items for the next Agenda**
- 22. 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 any business to be transacted, namely any legal and employment issues relating to the matters on this agenda**