

# Lowestoft Town Council Standing Orders and Policies Sub-Committee

For the attention of all Sub-Committee Members

You are summoned to attend a meeting of the Standing Orders and Policies Sub-Committee of Lowestoft Town Council at 17:00 on Wednesday 15 June 2022, at **Whitton Resident's 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/85671296847> .The meeting can also be observed via the following link: <https://youtu.be/g6q9iJespL8>

*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 S Bendix*

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Shona Bendix, Clerk  
8 June 2022

**Lowestoft Town Council**  
**Meeting of the Assets, Inclusion and Development Committee**  
**Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB**  
**17:00\* on 15 June 2022**

**AGENDA**

- 1. To appoint the Chair of the Standing Orders and Policies Sub-Committee**
- 2. Welcome**  
To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public of the right to report.
- 3. To receive and consider approval of apologies for absence**
- 4. Declarations of Interests and dispensations**
  - 4.1 To receive Declarations of Disclosable Pecuniary and Non-Pecuniary Interests from Councillors on items on the Agenda
  - 4.2 To note any written requests and grants of dispensations for Disclosable Pecuniary Interests
- 5. To consider the draft minutes of the meeting on 5 May 2022**
- 6. To consider Sub-Committee arrangements**
  - 6.1 To note the membership of the Standing Orders and Policies Sub-Committee
  - 6.2 To appoint the Deputy Chair of the Standing Orders and Policies Sub-Committee
  - 6.3 To review and adopt the Terms of Reference of the Standing Orders and Policies Sub-Committee
- 7. 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.
- 8. To review the following Town Council policies:**
  - 8.1 Acquisitions and Disposal Policy
  - 8.2 Adverse Weather Policy
  - 8.3 Anti- Harassment and Bullying Policy
  - 8.4 Appraisals Guidance
  - 8.5 Arts Policy
  - 8.6 Community Engagement Policy
  - 8.7 Complaints Procedure
  - 8.8 Conferring of the Title of Honorary Freeman and Freewomen
  - 8.9 Reporting Procedure for Assets and Maintenance.
  - 8.10 Booking form for Hire of Community Halls.
  - 8.11 Redundancy Policy
- 9. Date of the next meeting**  
17 August 2022 at 17:00
- 10. Items for the next agenda and close**
- 11. 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**

\*Meeting start time subject to confirmation and approval by Finance and Governance Committee on 9 June 2022.