

Lowestoft Town Council Annual Meeting

For the attention of all Councillors

You are summoned to attend the Annual Meeting of Lowestoft Town Council at **First Floor, Hamilton House, Battery Green Road, Lowestoft, NR32 1DE** as specified in the attached agenda.

IMPORTANT NOTE - All councillors should sign their Declaration of Acceptance of Office before or at this meeting to avoid the risk of their position becoming vacant. Please contact the office prior to the meeting or see the Clerk or Deputy Clerk between 7pm and 7.30pm on the night.

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. Please note that if members of the public are unable to attend the meeting, they may submit comments in writing. In providing such comments they accept that, where they are suitable, they may be considered at the meeting and published in our minutes. However, they 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 case they will need to consider whether they should leave the room.

The Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity as part of relevant decisions.

S. Bendix

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Shona Bendix, Town Clerk
8 May 2019

Lowestoft Town Council

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19:30 on Tuesday 14 May 2019

Councillors will be arriving between 19:00 and 19:30 should any member of the public wish to discuss anything during this period. Please look at our website if you would like contact details for any particular councillor to arrange to see them during this time.

Public entry through reception permitted between 19:00 – 19:30 only.

AGENDA

1. Election of the Mayor

To elect the Mayor and receive their Declaration of Acceptance of Office.

2. Mayor's Welcome

The Mayor explains the fire evacuation procedure and remind councillors and members of the public that in the interests of openness and transparency, the law permits filming, recording or other means of reporting of meetings.

3. To receive Declarations of Acceptance of Office from Councillors and consider accepting any at a later date where not already received

4. To consider acceptance of apologies for absence received

5. Declarations of Interests and dispensations

- a) To receive Declarations of Disclosable Pecuniary and Non-Pecuniary Interests from councillors on items on the Agenda
- b) To receive and consider written requests for dispensations for Disclosable Pecuniary Interests
- c) To note any dispensations previously granted

6. To consider the accuracy of the Minutes:

- a) 12 March 2019

7. Election of the Deputy Mayor

8. To note the Councillor vacancy for Elmtree and the process for co-option (on 28 May 2019)

9. To review and adopt Standing Orders

Last reviewed by the Standing Orders Working Group in February 2019. Noted and adopted by Full Council on 12 March 2019, on recommendation from the Responsible Financial Officer.

10. To review and adopt Financial regulations

Last reviewed by the Finance and Governance Committee on 10 January 2019. Noted and adopted by Full Council on 12 March 2019, on recommendation from the Responsible Financial Officer.

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
- 11.1d To appoint Chairs

11.2 Officer delegations and Councillor delegations

12. To review and appoint representatives of the Council on other bodies and arrangements for reporting back

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13. To review and adopt the Council's policies and procedures
14. To review and agree the meeting schedule for 2019 – 20
15. To note forthcoming events, including civic events and the Mayoral diary
16. To review subscriptions
17. To review the register of land and assets including building and office equipment
18. To confirm the arrangements for insurance cover
19. To consider receipt of summonses to meetings electronically
20. To note Lowestoft Town Council's eligibility to exercise the General Power of Competence and to consider adoption of the General Power of Competence

21. Public Forum

An opportunity for the public to make comments on any matters on this agenda.

22. Finance and Governance:

22.1 To consider financial matters for the year ending 31 March 2019, including the following:

22.2a The end of year accounts and completion of the bank reconciliation for the year ending 31 March 2019

22.2 To consider any audit matter including the following:

22.1a To note the following with regard to the internal audit:

22.1ai Completion of the internal audit and receipt of the detailed report

22.1aii Receipt of the RFO's action plan

22.1aiii Receipt of the Statement in Support of the Quotation to Lowestoft Town Council for the provision of internal audit services by Trevor Brown, for a total cost of £950, within the £2,000 previously agreed by Council and delegated to the Clerk

22.1b To note the completion of the Internal Controls review and receipt of the report

22.1c To consider the Annual Governance and Accountability Return (AGAR) for 2018 – 19 and associated papers and processes for external audit:

22.1ci To note the internal audit report to be provided to the external auditor

22.1cii To approve the Annual Governance Statements (Section 1 AGAR)

22.1ciii To approve the Accounting Statements (Section 2 AGAR) and note the associated paper detailing significant variations

22.1civ To note the period for the exercise of public rights

22.4 To consider urgent financial matters for the current year, including the following:

22.3a To appoint the bank signatories

22.3b To consider an asset tour and associated budget

22.3c To consider attendees for the 2019 visit to Plaisir and a budget of up to £300 for gifts

22.3d To agree fees and charges: leisure and events on LTC land

23. Legal

24.1 To consider any legal matters affecting the Council, including the following:

24.1a A licence to occupy The Ness for East Suffolk Council (Confidential)

24. Date of the next meeting

Tuesday 28 May 2019 19:30

25. Items for the next Agenda

26. 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, including the following:

26.1 Any urgent legal issues, including those at 24.1 above as required

26.2 Any urgent employment matters