

Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend a Full Council Meeting of Lowestoft Town Council, which will be a video meeting via Skype, at 19:30 on 24 March 2020. **Although this is a summons to the meeting, it is appreciated that not all councillors will be able to participate. Members of the public would be welcome to submit comments regarding any item on the agenda in advance of the meeting. The minutes and all public documents associated with this agenda will be published as usual.** 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 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 S Bendix

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Shona Bendix, Clerk
17 March 2020

Lowestoft Town Council
Full Council Meeting
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
19:30 on 24 March 2020

AGENDA

188. Welcome

Welcome any reminders regarding the right to report and noting the application of the video meeting protocol.

189. To accept apologies for absence from any councillors not in attendance

190. Declarations of Interests and dispensations

190.1. 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

191. To note that the minutes of the meeting of 25 February 2020 will be considered at the next appropriate meeting.

192. To consider any advance comments from the public on any matters on this agenda

193. Finance:

193.1. To note that the following have been circulated in advance:

193.1a. The 2019-20 budget position

193.1b. A payments, income and expenditure report for the month ending 29 February 2020 and March 2020 to date, including the petty cash log

193.2. To consider payments (see schedule) for approval and to give the clerk delegation to make any further appropriate and necessary payments until the Council is able to meet formally

193.3. To note that certain policies, documents and arrangements have been reviewed (see schedule) and will be considered for adoption at a future meeting

193.4. To agree that the Clerk can progress a recommendation from the AID Committee for a defibrillator to be installed on the Gunton Estate Residents Meeting Hall, accepting funding committed by a District Councillor

194. Governance

194.1 External Audit - To delegate authority to the Clerk and Responsible Officer to take any action needed to execute the Council's statutory responsibilities in respect of audit, and also permit the Mayor and Chair of Finance Committee to sign any related undertakings where necessary

194.2 Tenants - To consider the impact of COVID-19 on the Town Council's tenants (confidential)

194.3 Urgent and necessary business - To consider delegating authority to the Clerk to deal with any urgent and necessary Council business until the Council is able to meet

194.4 To agree that Cllr John Pitts can join the Personnel Committee

195. Date of next meeting - to be confirmed

196. 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, including the following:

196.1. Tenants (item 194.2)