

Lowestoft Town Council Annual Meeting

For the attention of all Councillors

You are summoned to attend the Annual Meeting of Lowestoft Town Council, which will be a video meeting via Zoom, at 19:30 on 12 May 2020. **Members of the public are welcome to observe the meeting and submit comments regarding any item on the agenda in advance of the meeting. The link to observe the meeting is as follows: <https://youtu.be/hv-af0ZU23k>. Councillors will be sent an email with the link to access the Zoom 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. Bendix

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Shona Bendix, Town Clerk
4 May 2020

Lowestoft Town Council

Annual Meeting

Held via Video Meeting

19:30 on 12 May 2020

AGENDA

1. To elect the Mayor

To elect the Mayor and to agree that the Declaration of Acceptance of Office can be made at the next Council meeting at Hamilton House.

2. Mayor's Welcome

The Mayor reminds Councillors and members of the public of the application of the video meeting protocol and that, in the interests of openness and transparency, the law permits filming, recording or other means of reporting of meetings.

3. To consider acceptance of apologies for absence received

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 and to note that there are no written requests and grants of dispensations for Disclosable Pecuniary Interests

4.2. All Councillors are reminded to update their Register of Interests as appropriate

5. To receive any comments and note that the draft minutes of the meeting of 21 April 2020 will be considered at the next appropriate meeting

6. To appoint the Deputy Mayor

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

8. To note the Councillor vacancy for Elmtree is pending election when COVID-19 restrictions permit

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

10. To review and adopt delegated authority and Committee arrangements

10.1 Committees, including the following:

10.1a To review and consider adoption of the Terms of Reference

10.1b To consider composition

10.1c To review any delegations

10.1d To appoint Chairs

10.2 Officer delegations and signatory delegations

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

12. To review and agree the meeting schedule for 2020 – 21

13. To consider receipt of summonses to meetings electronically

14. To review the register of land and assets including building and office equipment

15. To confirm the arrangements for insurance cover

16. Finance and Governance:

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- 16.1 To receive the draft minutes of the meeting on 16 April 2020 and to consider financial matters for the year ending 31 March 2020, including the following:
 - 16.1a The end of year accounts and completion of the bank reconciliation for the year ending 31 March 2020
- 16.2 To consider any audit matter including the following:
 - 16.2a To note with regard to the internal audit:
 - 16.2ai Completion of the internal audit and receipt of the detailed report
 - 16.2aii Receipt of the RFO's action plan
 - 16.2aiii To review the provision of internal audit services and to note the commencement of the second year of the agreement for internal audit services with Trevor Brown
 - 16.2b To note the completion of the Internal Controls review and receipt of the report
 - 16.2c To consider the Annual Governance and Accountability Return (AGAR) for 2019 – 2020 and associated papers and processes for external audit, including:
 - 16.2ci To note the internal audit report (AGAR)
 - 16.2cii To approve the Annual Governance Statements (Section 1 AGAR)
 - 16.2ciii To approve the Accounting Statements (Section 2 AGAR) and note the associated papers, including significant variations and bank reconciliation
 - 16.civ To note the period for the exercise of public rights
- 16.3 To consider urgent financial matters for the current year, including the following:
 - 16.3a To confirm the bank signatories
 - 16.3b To confirm bank reconciliation signatories
 - 16.3c To confirm internal controllers
 - 16.3d To confirm fees and charges will remain at 2019 – 2020 rates, pending review if necessary by the Finance and Governance Committee

17. Date of the next meeting

Tuesday 26 May 2020 19:30

18. Items for the next Agenda

- 19. 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**