

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, which will be a video meeting via Zoom, at 14:00 on 16 September 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 for members of the public to observe the meeting is as follows: <https://youtu.be/lavKH8tLgCM>. The link for Councillors to access the Zoom meeting will be sent separately via email. 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 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.

S S Bendix

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Shona Bendix, Clerk
9 September 2020

Lowestoft Town Council
Meeting of the Standing Orders and Policies Sub-Committee
Via Video Meeting
14:00 on 16 September 2020

AGENDA

13. Welcome

To welcome the meeting and remind Councillors and members of the public of the right to report and noting the application of the video meeting protocol.

14. To receive and consider acceptance of apologies for absence

15. Declarations of Interests and dispensations

15.1 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

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

17. To consider the following regarding Town Council policies:

17.1 To agree a schedule of policy reviews ahead of the 2021 Annual Meeting

17.2 To review the following policies:

17.2a Acquisitions and Disposal Policy

17.2b Adverse Weather Policy

17.2c Data Protection Policy

17.2d Data Retention Policy

17.2e Representation on Outside Bodies Protocol

17.3 To note progress with Youth Engagement and Communities Engagement policies

18. To review of the Town Council's Financial Regulations, including procurement, contracts, preferred supplier arrangements and climate emergency issues, and to consider any recommendations from the Finance and Governance Committee

19. To consider processes for review of Committee structures, Standing Orders and Terms of Reference in order to make recommendations for improving work in the future

20. To agree the date of the next meeting and consider a meeting schedule for 2020 - 2021

21. Items for the next Agenda and Close

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 the business to be transacted, namely any legal issues relating to the matters on this agenda