

Lowestoft Town Council Annual Meeting

For the attention of all Councillors

You are summoned to attend the Annual Meeting of Lowestoft Town Council at 19:30 on 18 May 2021.

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/88047974853>. The meeting can also be observed via the following link: <https://youtu.be/F0-JF4Y2E6Y>. *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. Bendix

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Shona Bendix, Town Clerk

11 May 2021

Lowestoft Town Council

Annual Meeting

Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB

19:30 on 18 May 2021

AGENDA

1. To elect the Mayor

To elect the Mayor and to receive the Declaration of Acceptance of Office, or agree that it can be signed at a later date.

2. To appoint the Deputy Mayor

3. 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.

4. To consider apologies for absence from any Councillors not in attendance

5. Declarations of Interests and dispensations

5.1 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

6. To consider the draft minutes of the meeting on 5 May 2021

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 and adopt the Council's policies and procedures, including Standing Orders and Financial Regulations

9. To review and adopt delegated authority and Committee arrangements

9.1 Committees, including the following:

9.1a To review and consider adoption of the Terms of Reference

9.1b To consider composition

9.1c To review any delegations (officer, Committee and Sub-Committee)

9.1d To appoint Chairs

9.2 Officer delegations and signatory delegations

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

11. To review and agree the meeting schedule for 2021 – 2022

12. To consider receipt of summonses to meetings electronically

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

14. To confirm the arrangements for insurance cover

15. Finance and Governance:

15.1 To consider financial matters for the year ending 31 March 2021, including the following:

15.1a To note the completion of the Internal Controls review and receipt of the report (received at Full Council 27 April 2021)

15.1b The end of year accounts and completion of the bank reconciliation for the year

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ending 31 March 2021

- 15.2 To consider any audit matter including the following:
 - 15.2a To note receipt of internal audit report and RFO Action Plan and review of internal audit services at Full Council meeting on 27 April 2021
 - 15.2b To consider the Annual Governance and Accountability Return (AGAR) for 2020 – 2021 and associated papers and processes for external audit, including:
 - 15.2bi To note the internal audit report (AGAR)
 - 15.2bii To approve the Annual Governance Statements (Section 1 AGAR)
 - 15.2biii To approve the Accounting Statements (Section 2 AGAR) and note the associated papers, including significant variations and bank reconciliation
 - 15.2biv To note the period for the exercise of public rights
- 15.3 To consider urgent financial matters for the current year, including the following:
 - 15.3a To confirm the bank signatories
 - 15.3b To confirm bank reconciliation signatories
 - 15.3c To confirm internal controller and substitute
 - 15.3d To review internal control arrangements
 - 15.3e To confirm fees and charges will remain at 2020 – 2021 rates, pending review if necessary by the Finance and Governance Committee
- 16. Date of the next meeting**

25 May 2021 19:30 (tbc)
- 17. Items for the next Agenda**
- 18. 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, namely any legal and employment issues relating to the matters on this agenda**