

# 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 at 16:00 on Wednesday 20 April 2022, at **First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE.**

**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/83981756254>  
The meeting can also be observed via the following link: <https://youtu.be/YpuHWZdmPDk>  
*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 S Bendix*

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Shona Bendix, Clerk  
12 April 2022

**Lowestoft Town Council**  
**Meeting of the Standing Orders and Policies Sub-Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**16:00 on 20 April 2022**

**AGENDA**

**72. Welcome**

To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public of the right to report.

**73. To receive and consider approval of apologies for absence**

**74. Declarations of Interests and dispensations**

74.1 To receive Declarations of Disclosable Pecuniary and Non-Pecuniary Interests from Councillors on items on the Agenda

74.2 To note any written requests and grants of dispensations for Disclosable Pecuniary Interests

**75. To note the resignation of Councillor Parker from Standing Orders and Policies Committee**

**76. To consider the draft minutes of the meeting on 9 March 2022**

**77. 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.

**78. To review the following Town Council policies:**

78.1 Grant Awarding Policy

78.2 IT Policy

78.3 Redundancy Policy – noting comments from Personnel Committee

78.4 Reserves Policy

78.5 Open Spaces Strategy

78.6 Standing Orders

78.7 Sponsorship and Advertising Policy

78.8 Sustainability Policy – noting comments from Climate Emergency and Ecological Committee

78.9 Training and Development Policy – noting comments from Personnel Committee

78.10 Tree Policy - noting comments from Parks and Open Spaces Committee

78.11 Whistleblowing Policy

78.12 Wild Flower Meadows Policy - noting comments from Parks and Open Spaces Committee

78.13 Video Protocol Policy

**79. To consider recommending adoption of the following policies**

79.1 Memorial Planting Policy

**80. To receive an update on the development of the following policies**

80.1 Arts Policy

80.2 Toilet Strategy

**81. To note the revised Code of Conduct and consider process of review and adoption.**

**82. To consider process for review and adoption of all policies at Annual General Meeting**

# Lowestoft Town Council

## Meeting of the Standing Orders and Policies Sub-Committee

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

16:00 on 20 April 2022

**83. Date of the next meeting**

15 June 2022 at 16:00

**84. Items for the next agenda and close**

Reporting Procedure for Assets and Maintenance – following review by AID Committee.

Safeguarding Policy – following review by Community Safety and Personnel Committees.

**85. 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**