

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 held at **First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE** at 18:30 on 21 May 2024.

The meeting is held in accessible premises and open to the public and press to attend.

Those attending 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 submitted 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/84901293374>. The

meeting can also be observed via YouTube on the following link:

<https://youtu.be/HtJppfT8ItU>.

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 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 relevant interests in matters on the Agenda cannot take part or vote on those matters, 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 case 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.

To help prevent the spread of infectious diseases, all attendees should consider the safety of others, make their own risk assessment of the advisability of attending and consider measures they should take to ensure their own safety.

S. Foote

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Sarah Foote, Acting Town Clerk
14 May 2024

Lowestoft Town Council

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18:30 on 21 May 2024

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 explains the fire evacuation procedure, welcomes the meeting, and reminds councillors and members of the public of the right to report.

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

5. Declarations of Interests and dispensations

5.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda

5.2 To consider written requests for dispensations for interests and note dispensations granted

6. To consider the draft minutes and confidential note of the Extraordinary Full Council meeting on 16 May 2024

7. To receive the minutes from the following Committees and note any recommendations will be considered at the Full Council meeting on 30 May 2024:

7.1 Finance and Governance Committee Meeting 14 May 2024

7.2 Assets, Inclusion and Development Committee Meeting 13 May 2024

7.3 Planning Committee Meetings 25 April and 9 May 2024

7.4 Personnel Committee Extraordinary Meetings 7 and 16 May 2024

7.5 Climate and Ecological Emergency Committee Meeting 20 May 2024

7.6 Town Hall Project Committee Meeting 9 May 2024

7.7 Marina Theatre Project Committee Meeting 9 May 2024

8. 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.

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

10. To consider the Council's approach to risk management and appropriate policies and documents

11. To review and adopt delegated authority and Committee arrangements

11.1 Committees, including the following:

11.1a To review and consider adoption of the Terms of Reference

11.1b To consider Committee membership, including non-Councillor members of the Climate and Ecological Emergency Committee, and the appointment of substitutes

11.1c To review any delegations (officer, Committee and Sub-Committee)

11.1d To appoint Committee Chairs

11.2 To note the requirement for the Mayor and Chair of the Personnel Committee, and

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their respective Deputies, to undertake appraisals training

11.3 Other officer delegations and signatory delegations

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

13. To review and agree the Full Council and Committee meeting schedule for 2024 – 2025, and note the planned schedule for Sub-Committees

14. To consider receipt of summons to meetings electronically

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

16. To confirm the arrangements for insurance cover

17. To review subscriptions to other bodies

18. To note Lowestoft Town Council's eligibility to exercise the General Power of Competence, all expenditure between the years 2019 – 2024 has been made under the General Power of Competence, and to consider adoption of the General Power of Competence

19. To consider the following financial matters for 2024 - 2025:

19.1 To confirm the bank signatories

19.2 To confirm bank reconciliation signatories

19.3 To confirm internal controllers and substitute

19.4 To review internal control arrangements

19.5 To confirm fees and charges will remain at 2023 – 2024 rates, pending review if necessary by the Finance and Governance Committee

20. Date of the next meeting

30 May 2024 at 18:30

21. Items for the next Agenda

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