

Lowestoft Town Council
Extraordinary Meeting of the Personnel Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
16:45 on 18 November 2019

MINUTES

Present: Cllrs Tracey Eastwood, Amanda Frost (Chair), Alan Green, Andy Pearce and Alice Taylor

In attendance: Shona Bendix (Clerk) and Sarah Foote (Deputy Clerk)

Public: There were no members of the public in attendance

13. Welcome

The fire evacuation procedure and public right to report were explained and the meeting was welcomed.

14. Apologies for absence

Apologies were received from Cllrs Hardie, Lang, Parker and Patience. All Councillors voted in favour to accept the apologies. Cllr Coleby's apologies were received during the course of the meeting and it was agreed by all that these be accepted.

15. Declarations of Interests and dispensations

There were none declared. The Chair read to the meeting extracts from the Council's Standing Orders and Code of Conduct relating to confidentiality (S/O 11D and para 3 respectively).

16. Accuracy of the Minutes

6 November 2019 – Accepted with one amendment. Proposed by Cllr Taylor; seconded by Cllr Knight; all in favour.

17. Public Forum

There were no members of the public in attendance.

18. A confidential matter relating to staffing (confidential)

To be discussed during the confidential session.

19. Date of the next meeting

The Clerk would arrange as soon as required to discuss personnel matters, but, in any event, the requirement is no later than six months' interval.

20. Items for the next agenda and close

No matters were raised for inclusion on the next agenda.

21. Resolution to close the meeting to the public:

21.1. Any employment matters including those at 18 above as required – Firstly, the Clerk asked all Councillors present if they were content that the meeting had been called in a lawful manner and were in agreement to proceed. Cllr Taylor proposed acceptance that the meeting had been lawfully called; seconded by Cllr Knight; all in favour. Pursuant to the Public Bodies Admission to Meetings Act 1960, the meeting was moved into confidential session. Cllr Knight proposed; seconded by Cllr Taylor; all in favour. The Committee discussed a confidential issue relating to a member of staff and considered legal advice which had been sought. Cllr Knight proposed a motion in conclusion to the issues raised; seconded by Cllr Taylor; all in favour.

The Chair closed the meeting 18:38.

Signed: Date: