

Lowestoft Town Council
Extraordinary Meeting of the Personnel Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
14:00 on 7 May 2024

MINUTES

Present: Cllrs Sonia Barker, Wendy Brooks, John Murray, Christian Newsome (Chair), Graham Parker, Keith Patience and Andy Pearce

In attendance: Sarah Foote (Acting Town Clerk) and Lauren Elliott (Project and Committee Clerk)

Public: There were no members of the public in attendance

137. Welcome

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

138. Apologies for absence

Apologies were received from Cllrs Jen Jones, Bernadette Rappensberger and Elise Youngman, with reasons provided. Cllr Parker proposed approval of the apologies received; seconded by Cllr Pearce; all in favour.

139. Declarations of Interests and dispensations

139.1. Declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda – There were none.

139.2. Written requests for dispensations for interests and note dispensations granted – There were none.

140. The draft minutes and confidential notes of the meetings on 7 March 2024 and 16 April 2024

The confidential notes had been provided but not the public minutes. It was agreed to defer this item to the next meeting on 16 May.

141. Public forum

No advance comments had been received and there were no members of the public in attendance.

142. An update from the Acting Town Clerk (some aspects may be confidential):

142.1. Provision of HR Consultancy – This item related to item 143 and the Acting Town Clerk requested it be considered during the confidential session.

142.2. Employee legal expenses insurance – To be considered during the confidential session.

143. Matters relating to staff absence (confidential)

To be considered during the confidential session.

144. Date of the next meeting

Thursday 16 May 2024 – 10:00

Cllr Barker arrived 14:05

145. Items for the next agenda and close

Councillors were advised to send any requests to the office.

Cllr Pearce proposed to move the meeting into confidential session; seconded by Cllr Murray; all in favour.

146. Resolution to close the meeting to the public:

146.1. Any employment matters relating to items on this agenda, including those above as required:

The Project and Committee Clerk left the meeting 14:07 for the consideration of the remaining agenda items