

**Lowestoft Town Council**  
**Meeting of the Personnel Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**10:00 on 6 February 2025**

**MINUTES**

**Present:** Cllrs Sonia Barker, Nasima Begum, Wendy Brooks, Neil Coleby, John Murray, Christian Newsome (Chair), Graham Parker, Keith Patience, Andy Pearce and Bernadette Rappensberger

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

**Public:** There were no members of the public in attendance

**119. Welcome**

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

**120. Approval of apologies for absence**

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

**121. Declarations of Interests and dispensations**

121.1. Declarations of disclosable pecuniary, other registerable and non-registerable interests from Councillors on items on the agenda – There were none.

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

**122. The draft minutes and confidential note of the Extraordinary Meeting on 16 January 2025**

Cllr Barker requested an amendment to the confidential note, which she would provide details of in the confidential session. Certain items of business required all officers to temporarily leave meetings, during which time Councillors would take notes. Any method of confidentially and securely storing those notes centrally would be discussed during the confidential session, following a resolution to this effect in October 2024. Cllr Barker proposed approval of the minutes, and the confidential note with the amendment to follow; seconded by Cllr Pearce; nine Councillors voted in favour; one Councillor abstained from the vote.

**123. Public forum**

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

**124. Monitoring expenditure from the staffing contingency budget**

There were no updates to report at this meeting.

**125. Reviewing this Committee's Terms of Reference to ensure alignment with Town Council policies**

In discussing whether enactment of the Councillor Mental Health and Wellbeing Policy should be added to this Committee's responsibilities as set out in the Terms of Reference, it was considered the Terms of Reference would then need to refer to every policy relevant to this Committee, and this was already sufficiently covered by references to the Human Resources service and policies. The phrasing of point 'o' under the responsibilities heading was clarified. This agenda item had specifically been added to consider the interaction of point 'r' to the Complaints Procedure, and this would be considered further during the confidential session.

**126. Adopting the Councillor Training Programme as an appendix to the Training Policy**

This had been made available to members ahead of the meeting, and it was clarified that the

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training identified within were the minimum requirements, and there would be no limitations on other Councillors attending should they wish. Cllr Begum proposed to adopt the Councillor Training Programme as an appendix to the Training Policy; seconded by Cllr Coleby; nine Councillors voted in favour; one Councillor abstained from the vote.

**127. Forming a Working Group (three members, including the Chair of the Personnel Committee) to objectively collate and review evidence of contravention of Standing Orders and/or agreed behaviours at meetings**

It was agreed to defer this item, and the Acting Town Clerk would provide a paper for the next meeting.

**128. Staffing (confidential):**

All items under this heading to be considered during the confidential session.

128.1. An update on the grounds maintenance staffing structure

128.2. Carry forward of annual leave

128.3. Staff terms and conditions

**129. Date of the next meeting**

Thursday 6 March 2025 – 10:00.

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

As the Town Council now has an increased staff base, Cllr Patience requested consideration of the publication of anonymised officer salaries. This had been considered previously and deemed inappropriate as there was only one officer fulfilling each role.

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

**131. Resolution to close the meeting to the public:**

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

122. The draft minutes and confidential note of the Extraordinary Meeting on 16 January 2025 – Cllr Barker gave details of the amendment to the confidential note. As discussed at item 122 earlier, there had previously been a resolution to explore confidential and secure central storage of notes taken by Councillors in meetings, where officers were required to leave the room.

*The Senior Committee and Project Clerk temporarily left the meeting 10:26 for the consideration of this item*

*The Senior Committee and Project Clerk returned 10:36*

125. Reviewing this Committee's Terms of Reference to ensure alignment with Town Council policies – Cllr Pearce proposed to amend the Terms of Reference to align with the Complaints Procedure; seconded by Cllr Brooks; all in favour.

128.1. An update on the grounds maintenance staffing structure – An update was provided on seasonal cover, and advertisements which would be published.

128.2. Carry forward of annual leave – An agreed position for all members of staff on the carrying forward of annual leave was needed. Cllr Pearce made a proposal on a standardised position for all staff; seconded by Cllr Newsome; eight Councillors voted in favour; two Councillors voted against.

128.3. Staff terms and conditions –

*The Senior Committee and Project Clerk left the meeting 10:54 for the consideration of this item*

Signed: ..... 6 March 2025