

**Lowestoft Town Council**  
**Extraordinary Meeting of the Personnel Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**11:00 on 21 August 2024**

**MINUTES**

**Present:** Cllrs Sonia Barker, Wendy Brooks, Christian Newsome (Chair), Graham Parker, Andy Pearce, Bernadette Rappensberger, Nick Webb and Elise Youngman

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

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

**43. Welcome**

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

**44. Apologies for absence**

Apologies were received from Cllrs Nasima Begum, Jen Jones and John Murray with reasons provided, and from Cllr Keith Patience, with no reason provided. Cllr Webb proposed approval of the apologies received; seconded by Cllr Barker; all in favour.

**45. Declarations of Interests and dispensations**

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

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

**46. The draft minutes and confidential notes of the meeting on 1 August 2024**

At item 38.4, Cllr Barker noted the previous incumbent of the Mayoral role had undertaken the Acting Town Clerk's appraisal with the Chair of the Personnel Committee. A question had been raised and it had been confirmed that the Mayor and Chair of the Personnel Committee were responsible for undertaking the Clerk's appraisal. The minutes had been amended accordingly. The confidential note of the meeting on 1 August was not yet available. Cllr Pearce proposed to approve the minutes of 1 August as amended; seconded by Cllr Barker; all in favour.

**47. Public forum**

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

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

An update would be provided to the next scheduled meeting.

**49. Implementation of three tier staffing structure and an update on recruitment matters (some aspects may be confidential)**

The staffing structure would be considered during the confidential session. The Facilities and Contracts Manager had started, and the Sports Development Officer had been in post for a few weeks and had been engaging with the community. The Finance Assistant was due to start on 1 September.

**50. Staff terms and conditions and forming a recommendation to Full Council (confidential)**

To be considered during the confidential session.

**51. Matters relating to staff absence (confidential)**

To be considered during the confidential session.

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**52. Date of the next meeting**

Thursday 5 September 2024 – 10:00.

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

Councillors were asked to send any requests to the office.

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

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

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

The Acting Town Clerk notified the Committee of recent incidents and the additional work this had caused. The Acting Town Clerk advised of the next steps which would need to be taken.

*The Project and Committee Clerk left the meeting 11:10 for the consideration of the remainder of the agenda items*

Signed: .....  
5 September 2024