

**Lowestoft Town Council**  
**Extraordinary Full Council Meeting**  
**Hamilton House, Battery Green Road, Lowestoft, NR32 1DE**  
**Tuesday 09 September 2025 at 18:30**

**MINUTES**

**Present:** Cllrs Sonia Barker, Nasima Begum (Mayor), Wendy Brooks, Christine Moore, John Murray, Christian Newsome, Keith Patience, Andy Pearce, Bernie Rappensberger, Deborah Ray, Nick Webb and Elise Youngman

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

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

**107 Welcome**

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

**108 Apologies for absence**

Apologies were received from Cllrs Connor Blowers, Robert Breakspear, Neil Coleby, Janet Craig, Jen Jones, Paul Page, Graham Parker and John Pitts, with reasons provided. Cllr Pearce proposed approval of the apologies received. An update was requested on Cllr Blowers, who had not been in attendance at meetings for several months. Cllr Blowers had previously provided blanket apologies for all meetings until the end of August, and had recently submitted further blanket apologies for all meetings until the end of October. The Council could decide whether or not to accept the apologies. Cllr Brooks made a counter-proposal to take a separate vote on Cllr Blowers' apologies, but approve the rest; seconded by Cllr Webb; two Councillors voted in favour; two Councillors voted against; eight Councillors abstained from the vote. Cllr Newsome seconded Cllr Pearce's original proposal to approve all the apologies received; ten Councillors voted in favour; two Councillors voted against.

**109 Declarations and dispensations:**

**109.1 Declarations of disclosable pecuniary, other registerable and non-registerable interests, and of bias and pre-determination on items on the agenda –** There were none.

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

**110 Public forum**

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

**111 Recommendations from the Personnel Committee (some aspects may be confidential):**

**111.1 Leave arrangements for the Christmas and new year period –** Another general proposal relating to annual leave would be considered at September's Full Council meeting, which was not contradictory to this one. Each year the Town Council had considered whether to close the office on the last working day before Christmas. This was discretionary and was not automatically approved every year. The Personnel Committee had made a recommendation to close the Town Council offices on Christmas Eve this year. Any members of staff required to work that day would be able to take another day, by arrangement with their Line Manager, before the end of January 2026.

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Cllr Pearce proposed to endorse the Personnel Committee's recommendation; seconded by Cllr Murray; all in favour.

**111.2 Budget allocation for a staff wellbeing event** – In recognition of staff, the Personnel Committee had made a recommendation to approve a maximum budget of £900 from the staff contingency budget, for a staff wellbeing event. It was assumed this would be a meal or similar, and the budget was calculated based on twenty-eight members of staff at £30 per head, rounded up to £900. Staff would have the discretion to choose the nature of the event. Whilst it was intended the event would take place over Christmas, it was also intended to contribute to staff wellbeing. A similar event had been held previously, during the first week of January, where a presentation was given to highlight the Town Council's achievements over the past year and aspirations for the coming year. Cllr Pearce proposed to approve the Personnel Committee's recommendation; seconded by Cllr Murray; all in favour.

**112 Matters relating to existing and future leases (confidential)**

To be considered during the confidential session.

**113 Date of next meeting**

Tuesday 23 September at 18:30.

**114 Items for the next agenda and close**

Cllr Brooks requested an item to consider Lowestoft Town Council's representation on the Lowestoft Place Board.

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

**115 Admission to meetings**

**112 Matters relating to existing and future leases (confidential)**

The Town Council had received legal advice, however, whilst valid, it was considered this did not align with the previous resolution of the Town Council.

The advice the Town Council was seeking would likely come from a consultant, and Full Council would need to set a budget to access this advice and agree the specific questions it would like the consultant to answer.

*Cllr Brooks temporarily left the meeting 19:05 and returned 19:06*

Cllr Brooks proposed to approve the lawyer's proposed wording to inform a tenant of the Council's intentions; seconded by Cllr Pearce; all in favour.

The meeting was closed at 19:23.



Signed:  
23 September 2025