

Lowestoft Town Council
Extraordinary Personnel Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Thursday 30 April 2026 10:00

MINUTES

Present: Cllrs Sonia Barker, Wendy Brooks, Neil Coleby, John Murray, Christian Newsome, Andy Pearce, Bernie Rappensberger, Terry Robinson

In attendance: Sarah Foote (Town Clerk) and Taylor Williams (Committee Clerk and Planning Assistant)

109 Welcome

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

110 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Nasima Begum, Jen Jones, Dom Taylor and Nick Webb with reasons provided. Cllr Coleby proposed approval of the apologies received; seconded by Cllr Rappensberger; all in favour.

111 Declarations of interests and dispensations

111.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from Councillors on items on the agenda – There were no declarations.

111.2 To consider written requests for dispensations for interests and note dispensations granted – No written requests for dispensations had been received.

112 To consider the draft minutes and confidential note of the meeting on 5 March 2026

Cllr Murray proposed approval of the draft minutes and confidential note; seconded by Cllr Brooks; seven votes in favour and one abstention as the member was not in attendance at the previous meeting.

It was noted the Town Clerk would consider how the points raised under item 105.1 in the previous meeting would be addressed.

113 Public Forum

An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public – No advance comments were received and no members of the public were in attendance.

114 To monitor expenditure from the staffing contingency budget

The report was received and noted.

115 To consider an extension to the Employee Assistance Programme

It was confirmed that the quoted cost would cover all twenty councillors.

Cllr Coleby proposed to approve the extension to cover all Councillors and for the programme to be referred to as the 'Member Assistance Programme' so as to ensure Councillors were not regarded as employees; seconded by Cllr Brooks; seven votes in favour and one vote against.

116 To consider booking a health station for Councillors and officers to access

The health station will be sited at the Hamilton House office and Unit 2 for two weeks each.

Cllr Brooks proposed approval; seconded by Cllr Coleby who requested an amendment for officers to clarify there would be no retention of information on the station and the lender would have no access to the readings produced. Cllr Brooks agreed to amend the proposal accordingly. A vote was held with seven votes in favour and one abstention.

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117 To adopt a mandatory staff training programme

This programme had been created to set out the standard requirements for officers.
Cllr Pearce proposed to recommend the adoption of the mandatory staff training programme to the Annual General Meeting, with an amendment to be made to the document to state the programme would include and add any statutory requirements set by the Government; seconded by Cllr Rappensberger; all in favour.

118 To receive an update on the Town Council Apprentice Programme, including consideration of additional apprenticeships (some aspects may be confidential)

The approved two apprenticeships for grounds and building maintenance would be progressed. The remainder of the item would need to be discussed in confidential session.

119 To consider matters relating to staff terms and conditions (confidential)

This item would be discussed in confidential session as it related to employment matters.

120 To consider matters relating to staff absence (confidential)

This item would be discussed in confidential session as it related to employment matters.

121 To consider matters relating to resourcing (confidential)

This item would be discussed in confidential session as it related to employment matters.

122 Date of next meeting

To be confirmed at the Annual General Meeting

123 Items for the next agenda and close

No items were requested for the next agenda.

124 Admission to Meetings

To resolve that under the Public Bodies (Admission to meetings) Act 1960, the public be excluded from the meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted, namely any employment matters and legal issues relating to the matters on this agenda – Cllr Coleby proposed the meeting; seconded by Cllr Rappensberger; all in favour.

The Chair closed the meeting to the public and moved into confidential session at 10:28

Cllr Robinson temporarily left the chamber at 10:32

118 To receive an update on the Town Council Apprentice Programme, including consideration of additional apprenticeships (some aspects may be confidential)

A confidential update was provided on the Town Council Apprentice Programme and the inclusion of additional apprenticeships.

Cllr Robinson returned to the chamber at 10:35

Cllr Brooks proposed approval; seconded by Cllr Pearce.

The Finance Manager entered the chamber at 10:44

There was a discussion on associated costs for the apprenticeships.

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The Finance Manager left the chamber at 10:47

It was requested the proposal be amended to approve the budget allocation of the year one pro rata costs and a delegation was made to officers on start dates. Cllr Brooks agreed to amend the proposal accordingly. Cllr Pearce seconded the proposal and a vote was held with all in favour.

120 To consider matters relating to staff absence (confidential)

The Town Clerk requested this item be deferred to the next agenda.

121 To consider matters relating to resourcing (confidential)

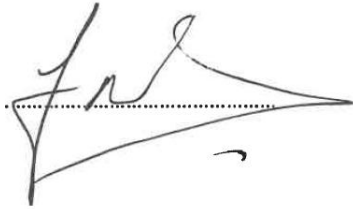
There was a confidential discussion on staff resourcing and a confidential proposal was made by Cllr Pearce; seconded by Cllr Coleby; all in favour.

The Committee Clerk left the chamber at 11:10

119 To consider matters relating to staff terms and conditions (confidential)

There was a confidential discussion on matters relating to staff terms and conditions.

The Chair closed the meeting

A handwritten signature in black ink, appearing to be 'J. Coleby', written over a horizontal dotted line.

Signed:
9 June 2026