

Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend a **Personnel Committee** meeting of Lowestoft Town Council, which will be held at **Hamilton House, Battery Green Road, Lowestoft, NR32 1DE; Meeting Booker at 10:00 AM on Tuesday, August 11, 2026.**

The meeting is held in accessible premises and open to the public and press to attend.

Those attending shall be informed that the meeting may be reported on (including recording, photographing and filming). This does not apply to confidential items. Comments can also be submitting regarding any item on the agenda in advance of the meeting. Members of the public can join the meeting remotely via [Teams](#). The meeting can also be observed via [YouTube](#).

In providing any comments members of the public accept that, where they are suitable, they may be considered at the meeting and published in our minutes. Any individual submitting the comments should ensure that their name, address and contact details are included in their communication and should note that anonymous submissions will not be accepted. Members of the public accept that their name may be noted and recorded at the meeting. However, their contact details will not be noted and reported publicly.

Councillors must register relevant interests and declare them at a meeting if they have such an interest in a matter to be considered. Under the Localism Act 2011, a councillor with relevant interests in matters on the agenda cannot take part or vote on those matters, unless they have been granted a dispensation. Under the Council's Code of Conduct, a councillor must leave the meeting room if they have such an interest, unless they have been granted a dispensation. There may be other interests or matters in which councillors might be considered to be biased or predetermined in which case they will need to consider whether they should leave the room.

The Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity as part of relevant decisions.

S. L. Foote

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Sarah Foote, Town Clerk
05 August 2026

Lowestoft Town Council

Personnel Committee

Hamilton House, Battery Green Road, Lowestoft, NR32 1DE; Meeting Booker

10:00 AM on Tuesday, August 11, 2026

AGENDA

42 Welcome

To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public of the right to report.

43 To receive and consider approval of apologies for absence

44 Declarations of Interests and dispensations

44.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the agenda

44.2 To consider written requests for dispensations for interests and note dispensations granted

45 To consider the draft minutes and confidential note of the extraordinary meeting on 28 July 2026

46 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.

47 To monitor expenditure from the staffing contingency budget

48 To consider matters relating to Councillors

48.1 To review the Councillor Mental Health and Wellbeing policy

49 To consider the following regarding staffing (some aspects may be confidential):

49.1 To receive an update on the Town Council Apprenticeship Scheme

49.2 Adoption of revised Pension Policy

49.3 Staff terms and conditions (confidential)

Lowestoft Town Council

Personnel Committee

Hamilton House, Battery Green Road, Lowestoft, NR32 1DE; Meeting Booker

10:00 AM on Tuesday, August 11, 2026

50 Date of next meeting

Tuesday 8 September 10:00

51 Items for the next agenda and close

52 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

Lowestoft Town Council
Extraordinary Personnel Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Tuesday 28 July 2026 10:00

MINUTES

Present: Cllrs Nasima Begum, Wendy Brooks, Jen Jones, John Murray (Chair), Andy Pearce (Deputy Chair) and Bernie Rappensberger

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

30 Welcome

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

31 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Christian Newsome, Dom Taylor and Nick Webb with reasons provided. Cllr Pearce proposed approval; seconded by Cllr Jones; all in favour.

32 Declarations of interests and dispensations

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

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

33 To consider the draft minutes and confidential note of the meeting on 9 June and the draft minutes and confidential notes of the extra meetings on 9 and 23 June

Cllr Pearce proposed approval of the draft minutes and confidential note of the meeting on 9 June; seconded by Cllr Rappensberger; five votes in favour and one abstention.

Cllr Pearce proposed approval of the minutes and confidential note of the extraordinary meeting on 23 June confidential; seconded by Cllr Rappensberger; five votes in favour and one abstention.

There was a query on the confidential note of the extraordinary meeting on 9 June and it was agreed to review the confidential note in confidential session.

34 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 had been received and no members of the public were in attendance.

35 To monitor expenditure from the staffing contingency budget

The budget report was received and noted.

36 To consider matters relating to Councillors

36.1 To consider the scope of DBS checks for all Councillors – Full Council had approved the proposal in principle and requested further detail from this Committee on the scope and logistics of the checks.

It was agreed the checks would be reported to the Town Clerk and if any risks were flagged the Town Clerk would take legal advice on how to mitigate risk to the Council. Any resulting actions would be based on the risk to the Town Council and restrictions could include a Councillor not being permitted to be an authorised signatory or appointed to an external body to represent the Town Council.

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Extraordinary Personnel Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Tuesday 28 July 2026 10:00

Cllr Begum proposed the high-level enhanced check be used. Cllr Brooks requested a recorded vote be taken. Cllr Murray seconded the proposal. It was noted this resolution did not stop the Town Council from advocating for changes to be made in sanctions through NALC. A vote was held with five in favour (Cllrs Begum, Jones, Murray, Pearce and Rappensberger) and one against (Cllr Brooks).

Cllr Pearce proposed in the event this is implemented and a Councillor refuses the DBS that it not be considered negatively but that the Councillor note the Town Council may choose to not appoint that Councillor as a signatory or on an outside body. It was noted this was not in the scope of the agenda item, and it was instead requested this be considered by Full Council.

- 36.2 To note completion of mandatory training – As the training record named individuals the Committee were advised this discussion may need to be moved to confidential session. The Committee noted that a Councillor had failed to complete the majority of the mandatory training (equality, data protection and Chairs training), despite several opportunities being offered, and would need to consider if any sanctions were necessary.

Cllr Pearce proposed the Councillor be directed to enrol on the next training session on 19 August, failure to do so would be reported to August Full Council where a decision would be made on what sanctions to apply the rule to remove them from the Chair position. Cllr Brooks requested an amendment that the individual be given the option to resign from the Chair position before it goes to Full Council, if refused then the matter would be referred to Full Council. Cllr Pearce amended the proposal and Cllr Brooks seconded the amended proposal. A vote was held with all in favour.

- 36.3 To further consider training for members of the Personnel Committee – The Committee agreed case studies in employment law would be beneficial to give members some knowledge on the law and necessary processes. Training should include an overview of HR requirements, how to ensure staff welfare and an overview of the new HR changes due to be introduced to law.

The Town Clerk noted the complexity of the training topic and suggested all members read The Good Councillor's Guide to Employment as a starting point. SALC could be asked for assistance in training as they provided information on HR matters.

It was suggested the WorkNest newsletters on changes to employment law could be tabled for the Committee to review. Due to the cost in time and resources, members needed to consider whether formal training sessions were necessary, or if information could be provided in avenues such as newsletters.

It was suggested team building exercises for all members be considered to improve wellbeing. There were further queries on the strategies in place for Councillor wellbeing and it was agreed to table the Councillors Mental Health and Wellbeing policy for the next meeting.

Cllr Begum proposed the Town Clerk look into options for team building exercises; seconded by Cllr Pearce; all in favour.

37 To consider staff resource to support weekend sport activities at Normanston Park (some aspects may be confidential)

Rec is to support financially the provision of a member of staff to prepare, unlock and close up changing rooms after matches. WB proposed approval of the officer rec; NB seconded. AP on the specific amount for implementation, is there member of staff expressed willingness to do this and is cost based on their salary. SF confirmed based on average GMT salary and hours would advertised internally to GMT. All in favour.

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Tuesday 28 July 2026 10:00

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

This item would be considered in confidential session.

39 Date of next meeting

Tuesday 11 August 10:00

40 Items for the next agenda and close

No items were requested for the next agenda.

41 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 Rappensberger proposed the meeting be moved into confidential session; seconded by Cllr Pearce; all in favour.

The Chair closed the meeting to the public and moved into confidential session at 10:59

33 To consider the draft minutes and confidential note of the meeting on 9 June and the draft minutes and confidential notes of the extra meetings on 9 and 23 June

Cllr Pearce proposed approval of the confidential note of the extraordinary meeting on 9 June; seconded by Cllr Rappensberger; five votes in favour and one abstention.

The Committee Clerk left the chamber at 11:02

The Chair closed the meeting at 11:29

Signed:

11 August 2026

Lowestoft Town Council
Extraordinary Personnel Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Tuesday 28 July 2026 10:00