

Lowestoft Town Council

Personnel Committee

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

Tuesday 11 August 2026 10:00

MINUTES

Present: Cllrs Nasima Begum, 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)

42 Welcome

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

43 To receive and consider approval of apologies for absence

Apologies were received from Cllrs Sonia Barker, Wendy Brooks, Christian Newsome and Dom Taylor with reasons provided. Cllr Rappensberger proposed approval of the apologies received; seconded by Cllr Pearce; all in favour.

Cllr Nick Webb was absent with no apologies received.

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 – There were no declarations.

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

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

Cllr Pearce requested the minutes be amended to make it clear the intention for DBS checks was to mitigate risk to the Town Council.

Cllr Begum proposed approval of the draft minutes and confidential note; seconded by Cllr Rappensberger; four votes in favour and one abstention.

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

47 To monitor expenditure from the staffing contingency budget

The budget report was received and noted.

48 To consider matters relating to Councillors

48.1 To review the Councillor Mental health and Wellbeing Policy – Cllr Pearce proposed a recommendation be made to Full Council to adopt the policy without amendment; seconded by Cllr Begum; all in favour.

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

49.1 To receive an update on the Town Council Apprenticeship Scheme – 31 candidates applied across the two apprenticeship opportunities. Following an assessment session, with 12 candidates in attendance, a shortlist of candidates has been compiled for interviews and it was anticipated the two appointments would be made in due course.

Lowestoft Town Council

Personnel Committee

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

Tuesday 11 August 2026 10:00

It was suggested consideration be given to mentoring the apprentices in their second year to facilitate them into an entry level placement with prospective employers. This could be built upon by offering a year of employment after the apprenticeship to develop their skills further and gain accreditation. This would be considered by Personnel before the apprenticeships end to discuss if there was scope to adopt that approach make appropriate financial provision.

- 49.2 Adoption of revised Pension Policy – Cllr Pearce proposed a recommendation be made to Full Council to approve the policy with an amendment to provide information on how a staff member not eligible for auto enrolment can enrol on the pension scheme; seconded by Cllr Rappensberger; all in favour.

- 49.3 Staff terms and conditions (confidential) – This item would be discussed in confidential session.

50 Date of next meeting

Tuesday 8 September 10:00

51 Items for the next agenda and close

No items were requested for the next agenda.

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

The Chair closed the meeting to the public and moved into confidential session at 10:27

- 49.3 Staff terms and conditions (confidential) – The Committee received a meeting paper with four items to consider regarding staff terms and conditions.

The first item was discussed and a confidential proposal was made by Cllr Begum; seconded by Cllr Pearce; all in favour.

The next two items were discussed and a confidential proposal was made by Cllr Jones; seconded by Cllr Pearce; all in favour.

The Town Clerk left the chamber at 10:53

The final item was considered and discussed.

The Chair closed the meeting at 11:10



Signed:

8 September 2026