

Lowestoft Town Council
Personnel Committee
Hamilton House, Battery Green Road, Lowestoft, NR32 1DE
Tuesday 8 September 2026 10:00

MINUTES

Present: Cllrs Sonia Barker, Nasima Begum, John Murray (Chair), Andy Pearce (Deputy Chair), Bernie Rappensberger and Nick Webb

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

53 Welcome

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

54 To receive and consider approval of apologies for absence

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

55 Declarations of interests and dispensations

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

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

56 To consider the draft minutes and confidential note of the meeting on 11 August 2026

Cllr Pearce proposed approval of the draft minutes and confidential note; seconded by Cllr Rappensberger; all in favour.

57 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.

58 To monitor expenditure from the staffing contingency budget

The budget report was received and noted.

59 To consider matters relating to Councillors

59.1 To note completion of mandatory training – The gaps in mandatory training were noted and it was agreed to discuss the item in confidential session.

60 To consider the following regarding staffing (confidential):

60.1 Receive an update on the 2026-2027 apprenticeship scheme

60.2 Extension of the apprenticeship scheme in the 2027/2028 financial year

60.3 Staff terms and conditions

These items would be discussed in confidential session.

61 Date of next meeting

Tuesday 13 October 10:00

62 Items for the next agenda and close

No items were requested for the next agenda.

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63 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 Barker 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 10:11

- 59.1 To note completion of mandatory training – There was a discussion on the identified gaps in the mandatory training programme.

Currently the Chair's Training was mandatory for Chairs whilst Deputy Chairs were invited to attend.

Cllr Begum proposed those who have not completed mandatory training be given one more opportunity to do so, and if they fail to do so then this Committee recommends to Full Council for the relevant sanctions to be enacted; seconded by Cllr Pearce; all in favour.

Cllr Pearce proposed a recommendation be made to Full Council for Chairs and Deputy Chairs to be required to complete Chairpersons training within three months of the Annual General Meeting. Members who have not completed the training within the three months cannot remain in their post as Chair of Deputy Chair. Furthermore, the Deputy Chair and any other member cannot preside as Chair of a meeting unless they have completed the Chairpersons training. Cllr Barker seconded the proposal. It was clarified the proposal would also change the wording from 'within three months' to 'May to August inclusive'. A vote was held with all in favour.

- 60.1 Receive an update on the 2026-2027 apprenticeship scheme – Two apprentices would be joining on 21 September, one for Horticulture and one for Property Maintenance.
- 60.2 Extension of the apprenticeship scheme in the 2027/2028 financial year – There was a discussion on potential extensions of the apprenticeship scheme in 2027-2028.
- 60.3 Staff terms and conditions – A confidential update was provided on staff terms and conditions.

Cllr Pearce made a confidential proposal; seconded by Cllr Barker; all in favour.

The Chair closed the meeting at 11:28



Signed:

13 October 2026