



## EXTRAORDINARY PERSONNEL COMMITTEE MEETING

**Meeting to be held on Friday 5th December 2025 at 3pm in the Council Chamber,  
10 Melrose Road, West Mersea, Colchester CO5 8JD**

1st December 2025

Councillors are summoned to attend the above meeting to deal with the following business.

*Teresa Webster*  
Town Mayor

Members of the public and press are warmly welcomed to attend.  
Mobile phones to be switched to silent.

### **A G E N D A**

25/095 To receive apologies for absence and a vote of acceptance to be taken

25/096 To record declarations of interests

Members are invited to declare any relevant interests. Notwithstanding this item, Members may subsequently declare an interest at any point during the meeting

25/097 Public session (15 minutes, 3 minutes per speaker)

Priority will be given to those members of the public wishing to share information relating to items on the agenda. Once the public session is closed, members of the public are not permitted to speak

Exclusion of Press and Public

To resolve that due to the confidential nature of the business to be transacted the public and press be excluded pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960

25/098 To provide an update relating to recent advice taken relating to WMTC staff appraisals

25/099 To discuss and agree the format for the annual WMTC staff appraisal process

25/100 To discuss and agree to amend the WMTC staff appraisal template to include a statement advising that personal data contained will be shared with the Personnel Committee (Informed Consent)

25/101 To discuss and agree for the WMTC staff appraisal objectives to be set by the Personnel Committee in conjunction with the Town Clerk

25/102 To discuss and agree that the completed WMTC staff appraisal forms are provided to the Personnel Committee for further consideration in line with the Committee's Terms of Reference and Council Policies