



PERSONNEL COMMITTEE MEETING

**Meeting to be held on Monday 24th November 2025 at 2pm in the Council Chamber,
10 Melrose Road, West Mersea, Colchester CO5 8JD**

19th November 2025

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

Kirsty Wadsworth
Town Clerk

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

A G E N D A

- 25/86 To receive apologies for absence and a vote of acceptance to be taken
- 25/87 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
- 25/88 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.
- 25/89 To confirm the minutes of the Personnel meeting of 28th October 2025
- 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.
- 25/90 To consider staff appraisals
- 25/91 To review and agree next steps for the staff handbook
- 25/92 To agree to obtain quotations for a low energy heater with an energy saving switch for Rushmere premises.
- 25/93 To discuss and agree staff roles and responsibilities
- 25/94 To review the current position regarding the Ground staff and agree any necessary actions to be taken