

WEST MERSEA TOWN COUNCIL

MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON MONDAY 20 OCTOBER 2025

In attendance:

Cllr Teresa Webster, Chair	Cllr John Akker	Cllr David Baker
Cllr Nigel Hinderwell	Cllr Bob Jenkins	Kirsty Wadsworth, Town Clerk

25/67 Apologies for absence

No apologies received.

25/68 Declarations of interest

No declarations of interest received.

25/69 Public participation

A period of up to 15 minutes (maximum of 3 minutes per person) for members of the public to ask questions or submit comments about items on the agenda.

No members of public.

25/70 To confirm the minutes of the Personnel meeting of 27th May 2025

It was resolved unanimously to accept the minutes of 27th May 2025.

Proposed: Cllr Akker, Seconded: Cllr Baker. All in favour.

25/71 To confirm the minutes of the Personnel meeting of 22nd August 2025

It was resolved unanimously to defer the minutes of 22nd August 2025.

Proposed: Cllr Webster, Seconded: Cllr Baker. All in favour.

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.

It was agreed to move item 25/77- All in favour.

25/77 Discuss and agree a way forward with regards to confidentiality

It was noted that the Town Clerk would speak with the EALC and SLCC regarding published and unpublished personnel minute notes.

25/72 To provide an update for a member of staff's pension

An update was received.

25/73 To discuss and agree staff roles and responsibilities

Vote was taken to extend the meeting- All in favour.

It was resolved unanimously to defer agenda item 25/73, 25/74, 25/75 and 25/76

Proposed: Cllr Webster, Seconded Cllr Willims. All in favour.

25/74 To review the Groundsmen's time sheets and discuss and agree future staffing levels

25/75 To discuss a member of staff's request for a reduction in hours and agree next steps

25/76 To review a member of staff's contract and agree next steps

Meeting closed at 4.10pm.

DRAFT