



PERSONNEL COMMITTEE MEETING

**Meeting to be held on Tuesday 28th October 2025 at 3pm in the Council Chamber,
10 Melrose Road, West Mersea, Colchester CO5 8JD**

22nd October 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

25/78 To receive apologies for absence and a vote of acceptance to be taken

25/79 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

25/80 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.

25/81 To confirm the minutes of the Personnel meeting of 22nd August 2025

25/82 To confirm the minutes of the Personnel meeting of 20th 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.

25/83 To review and agree next steps for staff roles and responsibilities

25/84 To review the Groundsmen's time sheets and agree next steps regarding future staffing levels

25/85 To discuss a member of staff's request for a reduction in hours and agree next steps

25/86 To review a member of staff's contract and agree next steps