



## PERSONNEL COMMITTEE MEETING

**Meeting to be held on Friday 9th January 2026 at 10am in the Council Chamber,  
10 Melrose Road, West Mersea, Colchester CO5 8JD**

5th January 2026

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**

- 26/01 To receive apologies for absence and a vote of acceptance to be taken
- 26/02 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
- 26/03 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.
- 26/04 To confirm the minutes of the Personnel meeting of 24th November 2025
- 26/05 To confirm the minutes of the Personnel meeting of 5th December 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.
- 26/06 To review and agree the proposal for staff salaries 2026/27
- 26/07 To agree the Personnel Budget for 2026/27 for the Council budget proposals and precept
- 26/08 To agree the pension proposal for an employee
- 26/09 To review the staff handbook and provide a Neonatal update under employment law

- 26/10 To review and agree the wording of a letter advising contractual amendment to the RFO contract
- 26/11 To agree the CiLCA Learning and Confidentiality Agreement and for the Town Clerk to complete the CiLCA training at a cost of £1350 (£860 payable to the EALC and £490 payable to the SLCC) subject to an annual price increase
- 26/12 To review the groundsman staffing and agree the necessary actions
- 26/13 To approve for Councillor Williams to attend a 2-day Chair training course with the EALC at a cost of £250
- 26/14 To review and agree the four job descriptions for an employee