West Mersea
Town Council

PERSONNEL COMMITTEE MEETING

Meeting to be held on 9th November 2026 at 5.15pm in the Council Chamber, 10 Melrose Road, West Mersea, Colchester CO5 8JD

4th November 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

26/47 To receive apologies for absence and a vote of acceptance to be taken

26/48 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

26/49 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.

26/50 To confirm minutes of the Personnel meeting of 22nd June 2026

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.

26/51 To consider the request from an employee to attend advanced training courses

26/52 To agree an employee's appraisal objectives as outlined in the confidential report of 12th May 2026

26/53 To consider and approve staff annual leave arrangements over the Christmas and New Year period

26/54 To consider a confidential request from an employee regarding holiday entitlement

26/55 To consider matters relating to a contract of employment and associated terms and conditions, and to agree any necessary action

26/56 To receive an update regarding the staff handbook and agree any required next steps

26/57 To review and approve employee salary levels

26/58 To review a list of outstanding jobs of all employees

26/59 To provide an update on recent complaints and consider any action required