

WEST MERSEA TOWN COUNCIL

MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON FRIDAY 22 AUGUST 2025

In attendance:

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

25/54 Apologies for absence

Apologies were taken for Cllr Williams.

25/55 Declarations of interest

No declarations of interest received.

25/56 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.

25/57 To confirm the minutes of the Personnel meeting of 27th May 2025

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

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

25/58 To review data collected in relation to public visits to the front desk

The data was reviewed.

25/59 To review and agree council offices opening times

To agree to open the council offices for 5 days a week.

Following discussion, ***it was not resolved*** to open the council offices for 5 days a week.

Proposed: Cllr Webster, Seconded Cllr Baker. Cllr Akker abstained. Cllr Jenkins and Cllr Hinderwell against.

It was resolved by majority to defer the proposal to open the council offices for 5 days a week for consideration until April 2026.

Proposed: Cllr Akker, Seconded Cllr Jenkins. Against Cllr Webster.

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.

25/60 To discuss the recent email from NALC and any actions that maybe required

It was resolved by majority vote that no action is required at this time.

25/61 To discuss and agree a way forward for a member of staff's pension

Following discussion, **it was resolved** unanimously to take advice from the current salary advisor on how best to calculate the potential liability for the Council and the employee.

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

25/62 To discuss and agree staff roles and responsibilities

It was resolved to defer this agenda item.

25/63 To review the Groundsmen's time sheets and discuss and agree future staffing levels

It was resolved to defer this agenda item.

25/64 To review cleaning quotations and agree the next steps

The cleaning quotations were noted.

25/65 To discuss a member of staff's request for a reduction in hours and agree the next steps

Following discussion, **it was resolved** unanimously to meet with the member of staff to discuss the request for a reduction in hours.

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

25/66 To review a member of staff's contract and discuss and agree next steps

Following discussion, **it was resolved** unanimously to consider this further and bring back to the next council meeting.

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

Meeting closed at 11.30am.