

WEST MERSEA TOWN COUNCIL

MINUTES OF THE PERSONNEL COMMITTEE MEETING
HELD ON MONDAY 24 NOVEMBER 2025 AT 2PM

In attendance:

Cllr Teresa Webster, Chair	Cllr John Akker	Cllr David Baker
Cllr Bob Jenkins	Cllr Maxine Williams	Kirsty Wadsworth, Town Clerk

25/86 Apologies for absence

Apologies received from Cllr Hinderwell.

25/87 Declarations of interest

No declarations of interest received.

25/88 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.

25/89 To confirm the minutes of the Personnel meeting of 28th October 2025

It was resolved unanimously to accept the minutes of the 28th October 2025.
Proposed: Cllr Akker, Seconded: Cllr Webster. 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

25/90 To consider staff appraisals

The staff appraisals were reviewed.

25/91 To review and agree next steps for the staff handbook

It was resolved unanimously to send the staff handbook to the Council's HR provider and to ask if the handbook contains all the relevant changes in employment law.
Proposed: Cllr Webster, Seconded: Cllr Williams. All in favour.

25/92 To agree to obtain quotations for a low energy heater with an energy saving switch for Rushmere premises

It was resolved unanimously to endeavour to obtain three quotations for a low energy heater with an energy saving switch for Rushmere premises.
Proposed: Cllr Webster, Seconded: Cllr Akker. All in favour.

25/93 To discuss and agree staff roles and responsibilities

It was resolved unanimously to agree the job description of the RFO with the agreed amendments.
Proposed: Cllr Williams, Seconded: Cllr Jenkins. All in favour.

It was resolved unanimously to defer agreeing the job description of the Litter Picker/Gardener in favour of four separate job descriptions.

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

- 25/94 To review the current position regarding the Ground staff and agree any necessary actions to be taken

It was agreed to contact the Council's HR provider regarding an occupational health matter.

Meeting ended at 4pm.

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