WEST MERSEA TOWN COUNCIL

MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON TUESDAY 9TH NOVEMBER 2026

In attendance:

Cllr Teresa Webster (Chair)	Cllr John Akker	Cllr David Baker
Cllr Dave Boylan	Cllr Nigel Hinderwell	Cllr Maxine Williams
Kirsty Wadsworth (Town Clerk)		

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

No apologies received.

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

No declarations of interest received.

26/49 Public session

No public in attendance.

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

It was resolved unanimously to accept the minutes of the Personnel meeting of 22nd June 2026 with the minor amendments.
Proposed: Cllr Webster, Seconded: Cllr Akker. Cllr Williams and Cllr Boylan abstained. 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.

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

It was resolved unanimously to agree for an employee to attend the Felling and Processing Trees up to 380mm NPTC course at a cost of £750.
Proposed: Cllr Boylan, Seconded: Cllr Williams. All in favour.

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

It was resolved unanimously to agree an employee's appraisal objectives as outlined in the confidential report Annexe A.
Proposed: Cllr Webster, Seconded: Cllr Boylan. All in favour.

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

It was resolved unanimously to approve the staff annual leave arrangements over Christmas and New year as detailed in the Confidential report Annexe B.
Proposed: Cllr Webster, Seconded: Cllr Williams. All in favour.

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

It was resolved unanimously to approve the confidential request from an employee regarding holiday entitlement as detailed in the confidential Annexe report C.
Proposed: Cllr Boylan, Seconded: Cllr Akker. All in favour.

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

A contract of employment and associated terms and conditions were considered. It was resolved unanimously to approve the recommendation set out in Confidential Report Annex D.
Proposed: Cllr Boylan, Seconded: Cllr Akker. All in favour.

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

An update was received. The handbook will be reviewed when the Personnel committee reconvenes.

26/57 To review and approve employee salary levels

All salary levels were approved as detailed in the confidential report Annexe E.

It was resolved to extend the meeting beyond the two-hour time limit and continue proceedings after 7.15pm.

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

The list of outstanding jobs was reviewed.

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

The Committee received and considered the update as detailed in Confidential Report Annex F. It was resolved to approve the actions and recommendations set out within the report.
Proposed: Cllr Akker, Seconded: Cllr Webster. All in favour.

Meeting closed at 7.40 pm.

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