

WEST MERSEA TOWN COUNCIL

MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON TUESDAY 12TH MAY 2026

In attendance:

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

26/25 To receive apologies for absence and a vote of acceptance to be taken

Apologies received and accepted from Cllr Jenkins.

26/26

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.

26/28 To confirm the minutes of the Personnel meeting of 13th March 2026

Following discussion, it was resolved unanimously to confirm the minutes of the Personnel meeting of 13th March 2026.

Proposed: Cllr Hinderwell, Seconded: Cllr Baker. Cllr Williams abstained. All in favour.

26/29 To confirm the minutes of the Personnel meeting of 8th April 2026

Following discussion, it was resolved unanimously to confirm the minutes of the Personnel meeting of 8th April 2026.

Proposed: Cllr Baker, Seconded: Cllr Akker. 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.

26/30 Groundsman Vacancy

- (a) To provide an update regarding the applications
- (b) To agree an interview panel
- (c) To agree the interview format
- (d) To agree dates for interviews

An update was provided regarding the six applications received.

Following discussion, **it was resolved** unanimously to agree an interview panel, the interview format and the dates for the interviews, as detailed in the confidential report Annexe A.

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

26/31 To agree for the groundsman to reduce his 1-hour lunch break to 30 minutes during the winter months to allow for a 30-minute earlier finish

Following discussion, **it was resolved** unanimously to agree for the groundsman to reduce his 1-hour lunch break to 30 minutes during the winter months to allow for a 30-minute earlier finish.

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

26/32 For the Personnel Committee and the Town Clerk to agree employee appraisal objectives

The employee appraisal objectives were agreed unanimously between the Personnel Committee and the Town Clerk as detailed in the confidential report Annexe B
Proposed: Cllr Williams, Seconded: Cllr Baker. All in favour.

Meeting closed 11.30am.