

**WEST MERSEA TOWN COUNCIL**

**MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON WEDNESDAY 15TH JANUARY 2025**

In attendance:

Cllr Teresa Webster (Chairman)	Cllr David Baker	Cllr Nigel Hinderwell
Cllr Bob Jenkins	Petra Palfreyman, Locum Clerk	
No members of the public		

25/01 RECORDING OF MEETING

Chairman requested anyone present to identify their intention to record the meeting.

The Locum Town Clerk confirmed the meeting was being recorded. The office recording device was also used.

25/02 APOLOGIES FOR ABSENCE

Apologies were given from Cllr Boylan. Cllrs voted to accept the apology and the reason given. All in favour.

25/03 DECLARATIONS OF INTEREST

No declarations of interest received.

25/04 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 the public in attendance.

25/05 To confirm minutes of the Personnel meeting of 18th December 2024

***It was resolved*** unanimously to accept the minutes of 18<sup>th</sup> December 2024.

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

25/06 To review and agree the Town Clerk's employment contract

***It was resolved*** by a majority vote to make the following amendments to the contract:

Clause 3 – amend the probation period to 6 months

Clause 4 – amend any references in the contract which refer to manager or Council, to 'a member of the Personnel Committee'

Clause 6 – Change the contract to confirm that sick pay will be paid in the first 3 days

Clause 8 – Add a sentence to state 'including evening meetings when required'

Clause 15 – Cllr Webster and the Locum Town Clerk to agree wording for email for the new Town Clerk, to confirm mandatory training requirements, and share with the committee for agreement by email. The first paragraph of this clause will be included to confirm the training agreement.

Clause 16 – Amend the notice periods to 0 – 6 months - 1 month, 6 months or more - 3 months

Clause 24 – Add fourth bullet point to state that 12 months after training, costs will not be deducted to recoup training costs

Also it was agreed to prepare a separate agreement regarding training requirements, for the Town Clerk to sign prior to the training commencing.

Proposed: Cllr Baker Seconded: Cllr Hinderwell Against: Cllr Jenkins voted against Clause 16 but was in favour of all other amendments

25/07 To consider employing a second toilet operative to cover sick/absence and annual leave and some evening cleans/closures

Following discussion, it was agreed to meet with the toilet operative to advise that it is not viable to employ a second toilet operative for just of 3 hours per week, plus holiday periods. Cllr Webster and the Locum Town Clerk to arrange a meeting with the toilet operative to discuss alternative solutions.

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.

25/08 To review and accept the Town Clerk job references

**It was resolved** unanimously to accept the references provided. Proposed: Cllr Webster Seconded: Cllr Baker All in favour

25/09 To agree for staff member [REDACTED]

a) To agree to allocate fifteen days remaining leave for 2024/25 as follows:

- Five days holiday to be taken by 31 March 2025 or forfeited
- Payment for five days holiday in March 2025 salary
- Five days to be carried forward to 1 April 2025 for a period of six months, to be taken by 30 September 2025. Any carried forward days not taken by 30 September 2025 will be forfeited

**It was resolved** unanimously to accept all the proposals recommended.

b) Payment for Time off in Lieu worked. Number of hours to be agreed

**It was resolved** unanimously to make a one off, non- pensionable payment for the TOIL accumulated of [REDACTED]

An email outlining the offer, payment to be made and giving thanks, will be sent to Carol.

Proposed: Cllr Webster Seconded: Cllr Baker All in favour

25/10 To review and agree a Time Off in Lieu (TOIL) policy

**It was resolved** unanimously to accept the Time off in Lieu policy and share with all office staff. A footnote will be added stating the Town Clerk must obtain prior consent from the Chair of the Personnel Committee. This will be added to the next Council meeting to advise and confirm.

Proposed: Cllr Jenkins Seconded: Cllr Baker All in favour

25/11 [REDACTED]

**It was resolved** unanimously to obtain quotes for the [REDACTED]  
[REDACTED] Proposed: Cllr Hinderwell Seconded: Cllr Baker All in favour

25/12 To provide an update relating to matters raised with Worknest

Cllr Webster provided the following updates

- [REDACTED] have all requested to carry over annual leave. This will be discussed at the next Personnel Committee meeting.
- [REDACTED] has accrued 24 ½ hours TOIL
- [REDACTED] contract is yet to be updated, where the details were incorrect regarding overtime

- [REDACTED] has requested to join the pension scheme
- Meetings will be held later today with [REDACTED] regarding their entries in the accident book, to discuss and review how the accidents occurred and action further actions needed
- The new Town Clerk has requested a 30 minute lunch break instead of 60 minutes in order to leave work earlier. It was agreed that the contract will not be amended at this stage and could be considered after the 6 month probation period.

[REDACTED]

Meeting closed at 12.50pm