

WEST MERSEA TOWN COUNCIL

MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON TUESDAY 28 OCTOBER 2025

In attendance:

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

25/78 Apologies for absence

No apologies received.

25/79 Declarations of interest

No declarations of interest received.

25/80 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.

25/81 To confirm the minutes of the Personnel meeting of 22nd August 2025

It was resolved unanimously to accept the minutes of 22nd August 2025.

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

25/82 To confirm the minutes of the Personnel meeting of 20th October 2025

It was resolved unanimously to accept the minutes of 20th October 2025.

Proposed: Cllr Jenkins, Seconded: Cllr Hinderwell. 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

25/83 To review and agree next steps for staff roles and responsibilities

It was resolved unanimously to agree the job description for the Grounds Person.

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

It was resolved unanimously to agree the job description for the Senior Grounds Person.

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

It was resolved unanimously to agree the job description for the Office Administrative Assistant.

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

It was resolved unanimously to agree the job description for the Cemetery Clerk/Assistant to the Town Clerk.

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

25/84 To review the Groundsmen's time sheets and agree next steps regarding future staffing levels

It was resolved unanimously that West Mersea Town Council is staffed to a satisfactory level. It was also agreed that an employee with a request for flexible working hours should submit their request in writing, in line with the staff handbook.

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

A vote was taken at 5pm to extend the meeting.

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

25/85 To discuss a member of staff's request for a reduction in hours and agree next steps

It was resolved unanimously to defer this item.

25/86 To review a member of staff's contract and agree next steps

It was resolved unanimously to defer this item.

Meeting closed at 5.10pm.