

**WEST MERSEA TOWN COUNCIL**

**MINUTES OF THE EXTRAORDINARY PERSONNEL COMMITTEE MEETING**  
**HELD ON FRIDAY 5<sup>TH</sup> DECEMBER 2025 AT 3PM**

In attendance:

|                            |                              |                       |
|----------------------------|------------------------------|-----------------------|
| Cllr Teresa Webster, Chair | Cllr David Baker             | Cllr Nigel Hinderwell |
| Cllr Bob Jenkins           | Kirsty Wadsworth, Town Clerk |                       |

25/095 Apologies for absence

Apologies received from Cllr Akker and Cllr Williams.

25/096 Declarations of interest

No declarations of interest received.

25/097 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.

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

Agenda items 25/098, 25/099, 25/100, 25/101 and 25/102 were agreed unanimously.

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

25/098 To provide an update relating to recent advice taken relating to WMTC staff appraisals.

An update was provided on advice taken relating to WMTC staff appraisals as detailed in the confidential report 09.01.25.

25/099 To discuss and agree the format for the annual WMTC staff appraisal process.

The format for the annual WMTC staff appraisal process was discussed.

25/100 To discuss and agree to amend the WMTC staff appraisal template to include a statement advising that personal data contained will be shared with the Personnel Committee (Informed Consent)

***It was agreed*** not to amend the WMTC staff appraisal template to include a statement advising that personal data contained will be shared with the Personnel Committee (Informed Consent)

25/101 To discuss and agree for the WMTC staff appraisal objectives to be set by the Personnel Committee in conjunction with the Town Clerk

***It was agreed*** unanimously for the WMTC staff appraisal objectives to be set by the Personnel Committee in conjunction with the Town Clerk.

25/102 To discuss and agree that the completed WMTC staff appraisal forms are provided to the Personnel Committee for further consideration in line with the Committee's Terms of Reference and Council Policies

***It was agreed*** unanimously that the completed WMTC staff appraisal forms would not be provided to the Personnel Committee for further consideration in line with the Committee's Terms of Reference and Council Policies. Instead, the Town Clerk would extract the relevant details in a report which would be shared with the whole Personnel Committee.

Meeting closed at 4.25pm.