

WEST MERSEA TOWN COUNCIL

MINUTES OF THE PERSONNEL COMMITTEE MEETING
HELD ON FRIDAY 9TH JANUARY 2026 AT 10AM

In attendance:

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

26/01 Apologies for absence

None received.

26/02 Declarations of interest

No declarations of interest received.

26/03 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

26/04 To confirm the minutes of the Personnel meeting of 24th November 2025

It was resolved unanimously to accept the minutes of the Personnel meeting of 24th November 2025 with the minor amendment to item 25/90 - staff appraisals were reviewed to be changed to the staff appraisal process was reviewed.

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

26/05 To confirm the minutes of the Personnel meeting of 5th December 2025

It was resolved unanimously to defer the minutes of the Personnel meeting of 5th December 2025.

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

26/06 To review and agree the proposal for staff salaries 2026/27

It was resolved unanimously to agree the proposal for staff salaries 2026/27 as documented in confidential report Annexe A.

It was resolved unanimously to agree the Town Clerk's salary increase.

It was resolved unanimously to agree the Responsible Finance Officer's (RFO) salary increase.

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

It was resolved unanimously to agree the Cemetery Clerk/Assistant to Town Clerk's salary increase.

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

It was resolved unanimously to agree the Toilet Cleaner/Gardener/Litter Picker/Office Cleaner and the Administration Assistant's salary increase.

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

It was resolved unanimously to agree the Senior Groundsman's salary increase.

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

It was resolved unanimously to agree the Groundsman's salary increase.

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

It was resolved unanimously to agree the payment as documented in the Confidential report Annexe A.

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

26/07 To agree the Personnel Budget for 2026/27 for the Council budget proposals and precept

It was resolved unanimously to agree the Personnel Budget for 2026/27 at £289,978.92 for total staff costs for the year 2026/7.

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

It was resolved unanimously to agree the total budget proposal of £295,523.00 for the year 2026/27.

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

26/08 To agree the pension proposal for an employee

It was resolved unanimously to agree the pension proposal for an employee as outlined in the confidential report Annexe B.

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

26/09 To review the staff handbook and provide a Neonatal update under employment law

It was resolved unanimously to defer reviewing the staff handbook and provide a Neonatal update under employment law.

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

26/10 To review and agree the wording of a letter advising contractual amendment to the RFO contract

It was resolved unanimously to agree the amendments of a letter advising contractual amendment to the RFO contract, as outlined in the confidential report Annexe C.

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

It was voted and accepted to extend the meeting. All in favour.

26/11 To agree the CiLCA Learning and Confidentiality Agreement and for the Town Clerk to complete the CiLCA training at a cost of £1350 (£860 payable to the EALC and £490 payable to the SLCC) subject to an annual price increase

A motion was proposed to change the agenda wording to: To agree to recommend to full Council for the Town Clerk to complete the CiLCA training at a cost of £1350 (£860 payable to the EALC and £490 payable to the SLCC) subject to an annual price increase.

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

26/12 To review the groundsman staffing and agree the necessary actions

It was resolved unanimously that the Town Clerk would contact the employee, as outlined in the confidential report Annexe D.

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

26/13 To approve for Councillor Williams to attend a 2-day Chair training course with the EALC at a cost of £250

It was resolved unanimously not to approve and recommend to full Council for Councillor Williams to attend a 2-day Chair training course with the EALC at a cost of £250.

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

26/14 To review and agree the four job descriptions for an employee

It was resolved unanimously to defer reviewing the four job descriptions for an employee.

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

Meeting closed at 12.40pm.