

**WEST MERSEA TOWN COUNCIL**

**MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON TUESDAY 27 MAY 2025**

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	No members of the public	

25/39 Apologies for absence

No apologies for absence received.

25/40 Declarations of interest

No declarations of interest received.

25/41 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.

25/42 To elect the Chair of the Personnel Committee

After a vote ***it was resolved*** unanimously to elect Cllr Webster as the Chair of the Personnel Committee.

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

25/43 To elect the Deputy Chair of the Personnel Committee

After a vote ***it was resolved*** unanimously to elect Cllr Williams as the Deputy Chair of the Personnel Committee.

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

25/44 To confirm minutes of the Personnel meeting of 27th February 2025

***It was resolved*** unanimously to accept the minutes of 27th February 2025.

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

25/45 To review the Council Office opening hours and staffing level.

Following discussion, ***it was resolved*** unanimously to monitor the office opening and closing times including the number of visitors and the nature of their visit for each day of the week.

Proposed: Cllr Akker, Seconded Cllr Williams. 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.

25/46 To agree to advertise a vacancy for 5½ hours per week

This has been agreed previously.

25/47 To receive an update on an employee contract and agree next steps

After various options were discussed, **it was resolved** unanimously to contact WorkNest to review the employee's contracts and to ask for the correct wording as the council resolved unanimously to decline the employee's request to work every other weekend.

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

25/48 To provide an update on an employee staff pension and agree next steps

- The RFO to contact the salary provider to enquire when the pension legislation came in would the threshold of £10,000 apply to the Essex Pension Scheme.

25/49 To review the staff handbook and agree next steps

- The document is to be reviewed by all councillors.
- Amendments are to be agreed through email.

25/50 To review staffing and consider alternative options and agree next steps

[REDACTED]

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

25/51 To receive an update on an employee's probation period

An update was received with a suggestion of providing the Council with Action Points following Council meetings.

25/52 To discuss the Internal Auditor's comments and agree next steps

- It was noted that the Cemetery Clerk's burial record is up to date, and this had been corroborated by the Internal auditor.

[REDACTED]

25/53 To agree to hold a meeting with all staff

Following discussion, it was agreed that the Town Clerk would note in her staff meeting that all employees can raise any matter with the Personnel Committee if the need arises.

Meeting closed at 7.05pm.