

WEST MERSEA TOWN COUNCIL

MINUTES OF PERSONNEL COMMITTEE MEETING

HELD ON MONDAY 28th FEBRUARY 2017 AT 12.00 PM

PRESENT Councillor Carl Powling (Chairman)
Councillor David Bragg
Councillor Peter Clements
Councillor Robert Jenkins
Councillor Paula Moore

In attendance: Petra Palfreyman (Town Clerk)

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Clements & Weaver.

2. DECLARATIONS OF INTEREST

No declarations of interest were received.

3. Mayor to MOVE that the press and public be excluded during the transaction of the following items on the grounds that publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted

4. TO DISCUSS AND APPOINT A TEMPORARY OFFICE ADMINISTRATION ASSISTANT

Following discussion it was agreed to advertise for a temporary part time office administrative assistant to help out in the main office.

5 TO DISCUSS AND AGREE STAFF PAY INCREMENTS

Following discussion it was agreed to discuss this again once the contract have been reviewed by VINE HR.

6 TO DISCUSS AND AGREE CILCA TRAINING FOR THE TOWN CLERK

Following discussion it was agreed that the Town Clerk enrolls in CiLCA training within the next 12 months when work commitments allow the time. Proposed: Cllr Moore, Seconded: Cllr Banks.

7. TO RECEIVE AN UPDATE ABOUT THE INFORMATION REQUESTED BY VINE HR AND THE NEXT STEPS

The Clerk provided a summary of the information requested by VINE HR and advised a report was due back from them later in the week.

There being no further business, the meeting closed at 1.10pm,