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PERSONNEL COMMITTEE

Meeting to be held on Wednesday 20th October 2021 at 9.30am in the Council Chambers

13th October 2021

Committee Members are summoned to attend the above meeting to deal with the following business.

VEAllen

Vanessa Allen
Town Clerk

Members of the public and press are warmly welcomed to attend, however due to the higher risk of catching and passing on Covid 19 in crowded and enclosed spaces we have placed restrictions on the numbers able to attend. If any member of the public would like to attend the meeting please advise the Town Clerk in **ADVANCE** by telephone on 01206 382128 or email town.clerk@westmersea.org no later than 4pm on the day prior to the meeting to reserve your seat at the meeting, numbers allowing. Seats will be allocated on a first come first served basis. Written representations will be accepted and put before the Council for those unable to attend. The Government expects and recommends that people wear face coverings in enclosed crowded areas and we also request that you wear a mask when attending Council meetings. Hand sanitiser will be available.

A G E N D A

21/056 APOLOGIES FOR ABSENCE

To receive apologies for absence

21/057 DECLARATIONS OF INTEREST

To receive declarations of personal, prejudicial and pecuniary interests from members relevant to items under discussion at the meeting

21/058 PUBLIC PARTICIPATION

A period of up to 15 minutes for members of the public to ask questions or submit comments

21/059 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

21/059 CONFIRMATION OF PREVIOUS MINUTES

To approve the minutes of meeting held on 13th September 2021

21/060 GROUNDSTAFF FEEDBACK

To hear from Ground staff after receipt of their feedback letter and to consider and decide next actions after Grounds Staff feedback

21/061 CLERKS NALC EMPLOYMENT CONTRACT

To review and confirm terms in Clerks NALC model employment contract

21/062 CLERK FEEDBACK

To receive feedback from the Clerk and to consider and agree next steps

20/063 STAFF RESOURCE

To discuss and review staff resource following resignation of Responsible Finance Officer

21/064 TRAINING COURSES

To consider First Aid training courses for staff

To consider SLCC Financial Introduction to Local Council Admin for the Clerk

21/065 NEXT AGENDA

Items to be added to the next agenda

- End -