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PERSONNEL COMMITTEE

Meeting to be held on Monday 13th September 2021 at 9.30am in the Council Chambers

6th September 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

Chairman to state/request:

- The fire exit procedure
- That members of the public should remain quiet while the council meeting is in progress
- That mobile phones are all switched to silent

21/046 To receive apologies for absence

21/047 To receive declarations of interest

21/048 Chairman 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

21/049 To approve the minutes of meeting held on 17th August 2021, and matters arising not covered elsewhere on the agenda

21/050 To receive Clerk's feedback

21/051 To review office and grounds staffing and agree next steps

21/052 To discuss and review staff contracts

21/053 To agree to close Council Office between Christmas and New Year

21/054 To agree to pay December wages on 24th December

21/055 Items to be added to the next agenda

- End -