



PERSONNEL COMMITTEE MEETING
Meeting to be held on Friday 21st January 2022 at 2.30pm in Mersea Museum,
12 High Street, West Mersea CO5 8QD

17th January 2022

Councillors 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 enclosed spaces we have placed restrictions on the numbers able to attend. 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 received by email will be accepted and put before the Council for those unable to attend, unfortunately paper copies cannot be received.
- Face coverings are required in enclosed areas, please wear a mask whilst on Council premises and only remove where you are invited to speak by the Chair.
- Windows will be open, seating will be distanced and hand sanitiser will be available.

Please do not attend if you are feeling unwell or have any COVID symptoms. Thank you for your cooperation.

AGENDA

- 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 **STAFF TRAINING**
To receive an update of staff training recently completed;
- Pesticide Application PA1 and PA6A – Grounds staff
 - Routine Playground Inspection Course and Exam – Groundsman and Grounds staff
 - Emergency First Aid at Work – Town Clerk
 - QA Level 3 First Aid at Work - Groundsman and Grounds staff
 - FiLCA – Financial Introduction to Local Council Administration – Town Clerk
 - General Power of Competence LO7 – Town Clerk

- 21/060 **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
- 21/061 **CONFIRMATION OF PREVIOUS MINUTES**
To confirm Minutes of the Personnel Committee meeting of 1st November 2021
- 21/062 **CLERKS CONTRACT**
To consider and agree Clerks Statement of Main Terms and Conditions of Employment (including confirming RFO, salary, holiday, sick pay, notice).
- 21/063 **GROUND STAFF FEEDBACK**
- To consider response to Ground staff feedback received 22nd October 2021
 - To consider outsourcing of Council ground maintenance from 1st April
- 21/064 **STAFF RESOURCE**
To consider staff resource
- 21/065 **SALARIES**
To consider and agree staff salaries for financial year from 1st April 2022
- 21/066 **NEXT AGENDA**
Items to be added to next agenda