



TOWN COUNCIL MEETING AGENDA

£ = Expenditure decision 📌 Resolution required

**Meeting of the Personnel Committee to be held on Thursday 3rd August 2023 at 6pm in the Council Chambers,
10 Melrose Road, West Mersea, Colchester CO5 8JD**

26th July 2023

Councillors:

You are hereby summoned to attend the Personnel Meeting of the Town Council for the purpose of transacting the business itemised below.

Members of the Public:

In accordance with The Public Bodies (Admissions to Meetings) Act 1960, members of the public wishing to address the Council have the opportunity to do so during the Public Forum. However, also in accordance with The Public Bodies (Admissions to Meetings) Act 1960, the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. Members of the public and press are warmly welcomed to attend.

Please do not attend if you are feeling unwell or have any COVID symptoms.

K. Kuderovitch

Locum Town Clerk

23/9.	RECORDING OF MEETING Chairman to request anyone present to identify their intention to record the meeting.
23/10.	DECLARATIONS OF INTEREST All Members are to be reminded that they must disclose any interests (pecuniary/nonpecuniary) they have in items of business on the meeting's agenda either at this point or during the agenda item. They are reminded that they will need to repeat their declaration at the appropriate point in the meeting and leave the room if the interest is a prejudicial one. Unforeseen interests must be declared similarly at the appropriate time. If not already done so, they are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting.
23/11.	APOLOGIES FOR ABSENCE 📌 Clerk to report and Councillors to vote on the absence and the reasons given.
23/12.	APPROVAL OF MINUTES 📌 To confirm minutes of the Personnel meeting of 12 th April 2023.
23/13.	TERMS OF REFERENCE 📌 Members to review and approve, then for full Council approval.

23/14.	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.
23/15.	REPORT & RECOMMENDATIONS - TOWN CLERK 🖐️ £ a) Staff – contracts/appraisals b) Appointment of office cleaner c) Health & Safety – WMTC Office d) Training e) Consider & agree a staff welfare budget