



PERSONNEL COMMITTEE MEETING

**Meeting to be held on Tuesday 5th December @ midday in the Council Chambers,
10 Melrose Road, West Mersea, Colchester CO5 8JD**

£ = Expenditure decision 🗑️ Resolution required

29th November 2023

Councillors:

You are hereby summoned to attend the 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.Kudrovitch, Locum Town Clerk

23/16.	RECORDING OF MEETING Chairman to request anyone present to identify their intention to record the meeting.
23/17.	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.
23/18.	APOLOGIES FOR ABSENCE 🗑️ Clerk to report and Councillors to vote on the absence and the reasons given.
23/19.	PUBLIC PARTICIPATION A period of up to 15 minutes (maximum of 3 minutes per person) for members of the public to ask questions or submit comments about items on the agenda. Priority will be given to those members of the public wishing to share information relating to items on the agenda.
23/20.	APPROVAL OF MINUTES 🗑️ To confirm minutes of the Personnel Committee meeting of 3 rd August 2023
23/21.	GROUNDS STAFF Ground staff to report on outstanding jobs.
23/22.	APPOINTMENT OF COUNCILLOR TO COMMITTEE 🗑️
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.	
23/23.	REPORT FROM TOWN CLERK £ 🗑️ <ul style="list-style-type: none"> • Appraisal update • Review of staffing budget. Review of salaries for 24/25 Precept. • Staff contracts • Office staff levels – recommendation to close to the public on Tuesdays. • Residents contact
23/24.	PERSONNEL 🗑️ £ Members to review the employment contract for the Town Clerk.