



West Mersea  
Town Council

## TOWN COUNCIL MEETING AGENDA

£ = Expenditure decision 🗑️ Resolution made

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

In attendance:

Cllr. S. Weaver (Mayor)	Cllr. P. Moore (Deputy Mayor)
Cllr. S. Jarvis	Cllr. B. Holmes (joined @6.40pm)
Karen Kuderovitch, CILCA – Locum Town Clerk	

Cllr. S. Jarvis was appointed as the Chairman in the absence of Cllr. Holmes – all in favour

23/9.	<b>RECORDING OF MEETING</b> Chairman requested anyone present to identify their intention to record the meeting. Clerk identified as recording.
23/10.	<b>DECLARATIONS OF INTEREST</b> All Members were 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. None declared.
23/11.	<b>APOLOGIES FOR ABSENCE</b> Cllr. B. Holmes – no apologies received (joined the meeting at 6.40pm).
23/12.	<b>APPROVAL OF MINUTES</b> Minutes of the Personnel Meeting of 12 <sup>th</sup> April 2023 – deferred.
23/13.	<b>TERMS OF REFERENCE</b> 🗑️ Members reviewed and approved, recommendation for full Council approval.
23/14.	<b>EXCLUSION OF PRESS AND PUBLIC</b> 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. No press/members of the public present.
23/15.	<b>REPORT &amp; RECOMMENDATIONS - TOWN CLERK</b> 🗑️ £ a) Staff – contracts/appraisals – Clerk to review & report. b) Appointment of office cleaner – approved. c) Health & Safety – WMTC Office – actions approved. d) Training – Clerk to review staff training needs. e) Considered & agreed a staff welfare budget – approved.