



PERSONNEL COMMITTEE MEETING

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

£ = Expenditure decision 🖱️ Resolution required

In attendance:

Cllr. S. Weaver (Mayor)	Cllr. R. Jenkins
Cllr. S. Jarvis (Deputy Mayor)	Karen Kuderovitch, Town Clerk
Cllr. B. Holmes	

23/16.	RECORDING OF MEETING Chairman requested anyone present to identify their intention to record the meeting. The Town Clerk stated she was recording the meeting.
23/17.	DECLARATIONS OF INTEREST 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.
23/18.	APOLOGIES FOR ABSENCE 🖱️ All present.
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. None present.
23/20.	APPROVAL OF MINUTES 🖱️ The minutes of the Personnel Committee meeting of 3 rd August 2023 were approved and signed. Proposed: Cllr. Weaver, seconded Cllr. Holmes. All in favour
23/21.	GROUNDS STAFF Ground staff reported on outstanding jobs.
23/22.	APPOINTMENT OF COUNCILLOR TO COMMITTEE 🖱️ Cllr. Powling was appointed to the Committee. Proposed: Cllr. Weaver, seconded: Cllr. Jarvis. All in favour.
EXCLUSION OF PRESS AND PUBLIC 🖱️ <i>It was RESOLVDE 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.</i>	
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 reviewed the employment contract for the Town Clerk.