



PERSONNEL COMMITTEE MEETING

**Meeting to be held on Wednesday 18th December 2024 at 6.30pm in the Council Chamber,
10 Melrose Road, West Mersea, Colchester CO5 8JD**

13th December 2024

Councillors are summoned to attend the above meeting to deal with the following business.

Petra Palfreyman
Locum Town Clerk

Members of the public and press are warmly welcomed to attend.
Mobile phones to be switched to silent.

AGENDA

- 24/35 Recording of meeting
Chairman to request anyone present to identify their intention to record the meeting
- 24/36 To receive apologies for absence and a vote of acceptance to be taken
- 24/37 To record declarations of interests
Members are invited to declare any relevant interests. Notwithstanding this item, Members may subsequently declare an interest at any point during the meeting.
- 24/38 Public session (15 minutes, 3 minutes per speaker)
Priority will be given to those members of the public wishing to share information relating to items on the agenda. Once the public session is closed, members of the public are not permitted to speak.
- 24/39 To confirm minutes of the Personnel meeting of 8th February 2024
- 24/40 To confirm minutes of the Personnel meeting of 9th April 2024
- 24/41 To confirm minutes of the Personnel meeting of 18th October 2024
- 24/42 To review and agree the Responsible Finance Officer (RFO) employment contract
- 24/43 To discuss the format for the Town Clerk employment contract
- 24/44 To agree staff salaries are released from Unity Bank no later than 12 noon on the penultimate date of the end of the month. If the last day of the month should fall at a weekend, salaries are to be released no later than 12 noon on the Thursday directly before the weekend.

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.

24/45 To review and accept the RFO reference

24/46 To agree any outstanding holiday as of 31 March 2025, in respect of staff member Carol Fountain, will be carried forward to 1 April 2025 for a period of six months, to be taken by 30 September 2025. Any carried forward days not taken by 30 September 2025 will be lost.

24/47 To review and agree a way forward with regards to email received from Worknest dated 25 November 2024 relating to the exited Town Clerk