



PERSONNEL COMMITTEE MEETING

**Meeting to be held on Wednesday 15th January 2025 at 10am in the Council Chamber,
10 Melrose Road, West Mersea, Colchester CO5 8JD**

9th January 2025

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

- 25/01 Recording of meeting
Chairman to request anyone present to identify their intention to record the meeting
- 25/02 To receive apologies for absence and a vote of acceptance to be taken
- 25/03 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
- 25/04 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.
- 25/05 To confirm minutes of the Personnel meeting of 18th December 2024
- 25/06 To review and agree the Town Clerk's employment contract
- 25/07 To consider employing a second toilet operative to cover sick/absence and annual leave and some evening cleans/closures

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.

- 25/08 To review and accept the Town Clerk job references

25/09 To agree for staff member Carol Fountain

a) To agree to allocate fifteen days remaining leave for 2024/25 as follows:

- Five days holiday to be taken by 31 March 2025 or forfeited
- Payment for five days holiday in March 2025 salary
- Five days to 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 forfeited

b) Payment for Time off in Lieu worked. Number of hours to be agreed

25/10 To review and agree a Time Off in Lieu (TOIL) policy

25/11 To discuss and consider further security measures for Council buildings and property

25/12 To provide an update relating to matters raised with Worknest