



## PERSONNEL COMMITTEE MEETING

**Meeting held on Tuesday 9<sup>th</sup> April 2024 @ 7pm in the Council Chambers,  
10 Melrose Road, West Mersea, Colchester CO5 8JD**

£ = Expenditure decision 🖱️ Resolution made

In attendance:

|                                     |                  |
|-------------------------------------|------------------|
| Cllr. S. Weaver (Mayor)             | Cllr. R. Jenkins |
| Cllr. C. Powling                    | Cllr. T. Gibbons |
| Karen Kuderovitch, Town Clerk & RFO | Cllr. B. Holmes  |

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|---|---|
| 24/13.  | <b>RECORDING OF MEETING</b><br>Chairman requested anyone present to identify their intention to record the meeting. None identified.  |
| 24/14.  | <b>DECLARATIONS OF INTEREST</b><br>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.                        |
| 24/15.  | <b>APOLOGIES FOR ABSENCE</b> 🖱️<br>All Councillors present.   |
| 24/16.  | <b>PUBLIC PARTICIPATION</b><br>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. <b>Priority will be given to those members of the public wishing to share information relating to items on the agenda.</b>   |
| 24/17.  | <b>APPROVAL OF MINUTES</b> 🖱️<br>It was resolved to approve the minutes of the Personnel Committee meeting of 7 <sup>th</sup> March 2024. Proposed: Cllr. Holmes, seconded Cllr. Gibbons. All in favour.  |
| <b>EXCLUSION OF PRESS AND PUBLIC</b> 🖱️<br><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.</b> |   |
| 24/18.  | <b>Members to review and consider:</b> £ 🖱️ <ul style="list-style-type: none"> <li>Staff contracts/staff handbook approval – minor adjustments approved. <b>It was resolved</b> unanimously to approve. Proposed Cllr. Jenkins, seconded Cllr. Powling. All in favour.</li> <li>Town Clerk office flood update – all works to be finalised w/c 22<sup>nd</sup> April.</li> <li>Groundsperson appointment- <b>it was resolved</b> unanimously to appoint. Proposed: Cllr. Jenkins, seconded Cllr. Gibbons. All in favour.</li> <li>Staffing report – Town Clerk gave a summary of staff meetings, workloads and holidays.</li> </ul> |