

WEST MERSEA TOWN COUNCIL

MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON WEDNESDAY 18TH DECEMBER 2024

In attendance:

Cllr Teresa Webster (Chairman)	Cllr David Baker	
Cllr Malcolm Greenleaf	Cllr Nigel Hinderwell	Petra Palfreyman, Locum Clerk
No members of the public		

24/35 RECORDING OF MEETING

Chairman requested anyone present to identify their intention to record the meeting.

The Locum Town Clerk confirmed she was recording.

24/36 APOLOGIES FOR ABSENCE

Cllr Jenkins and Cllr Boylan. A vote of acceptance was taken.

24/37 DECLARATIONS OF INTEREST

No declarations of interest received.

24/38 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.

No members of the public in attendance.

24/39 To confirm minutes of the Personnel meeting of 8th February 2024

The committee **resolved to accept** the minutes of 8th February 2024. No matters arising.
Proposed: Cllr Webster Seconded: Cllr Greenleaf All in favour

24/40 To confirm minutes of the Personnel meeting of 9th April 2024

The committee **resolved to accept** the minutes of 9th April 2024. No matters arising.
Proposed: Cllr Webster Seconded: Cllr Greenleaf All in favour

24/41 To confirm minutes of the Personnel meeting of 18th October 2024

The committee **resolved to accept** the minutes of 18th October 2024. No matter arising.
Proposed: Cllr Webster Seconded: Cllr Baker Abstained: Cllr Greenleaf
The committee also agreed to publish the minutes with personal details redacted.

24/42 To review and agree the Responsible Finance Officer (RFO) employment contract

The terms and conditions were agreed as follows:

Pay - [REDACTED]

Holiday – 72 hours including 8 public holidays. Leave year from 1 April to 31 March 2024

Sick pay – 1 month

Working break – 30 minutes unpaid

Probation: 3 months

Working hours: 12 hours per week. Monday and Tuesday 8am – 2pm, with flexibility for other days, times and evening meetings
Pension – Essex Pension Fund
Notice period: 0 – 3 months - 1 week , over 3 months to 2 years - 1 month, over 2 years – 3 months
Proposed: Cllr Greenleaf Seconded: Cllr Hinderwell All in favour

24/43 To discuss the format for the Town Clerk employment contract

The following terms and conditions were provisionally agreed by the committee present and will be subject to approval when the full committee meet at the next meeting

Pay – [REDACTED]

Holiday – 28 days including 8 public holidays. Leave year from 1 April to 31 March 2024

Sick pay – 1 month

Working break – 1 hour unpaid

Probation – 6 months

Working hours – 37 hours per week, including evening meetings. Monday to Thursday 8.00am – 4.30pm and Fridays 8.00 am – 4.00pm

Pension – Essex Pension Fund

Notice period – 0 – 6 months – 1 month, over 6 months – 3 months

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.

Following discussion **it was agreed** unanimously that salaries must be released from the bank account by 12 noon on the day before the last working day of each month, in order that salaries are credited to the employees bank accounts by early morning on the last working day of the month.

Proposed: Cllr Greenleaf Seconded: Cllr Hinderwell All in favour

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.

Proposed: Cllr Webster, Seconded: Cllr Baker All in favour.

24/45 To review and accept the RFO reference

Following discussion **it was agreed** unanimously that the references are accepted.

Proposed: Cllr Greenleaf Seconded: Cllr Baker All in favour

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

Following discussion it was agreed to defer this item to the next committee meeting and to consult with the Finance Committee to see if up to 5 days can be bought back by the Council, if Carol should wish to, or if not to carry the annual leave not taken over to the next year

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

Following discussion **it was agreed** unanimously, that as making the payment was only a recommendation by the NALC, the Council would not make the extra payment relating to pay award, agreed in October 2024 and backdated to 1 April 2024.

Proposed: Cllr Webster Seconded: Cllr Baker All in favour

Meeting closed at 8.05pm