

**.WEST MERSEA TOWN COUNCIL**

**MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON FRIDAY 18TH OCTOBER 2024**

In attendance:

Cllr Teresa Webster (Chairman)	Cllr David Baker	Cllr Dave Boylan
Cllr Nigel Hinderwell	Cllr Bob Jenkins	Petra Palfreyman, Locum Clerk
No members of the public		

24/25 RECORDING OF MEETING

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

Cllr Webster and the Locum Town Clerk confirmed they were recording.

24/26 APOLOGIES FOR ABSENCE

Cllr Greenleaf. A vote of acceptance was taken.

24/27 DECLARATIONS OF INTEREST

No declarations of interest received.

24/28 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.

24/29 To review the draft minutes of previous personnel committee meetings and agree the process to confirm them

The clerk confirmed that she had taken advice from the EALC who has confirmed that the attendance (or otherwise) of the chair or those voting in favour to amend or approve the minutes is irrelevant. It was agreed the all the outstanding minutes will be added to the next agenda to review and/or approve.

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 Hinderwell, Seconded: Cllr Webster. All in favour.

24/30 Town Clerk Vacancy

(a)To provide an update about how many applicants and give feedback – the clerk confirmed we have received 6 applications, none of which have any experience of working in a town or parish council. Cllr Webster gave a brief overview of the candidates based on the anonymised versions the clerk had provided to the committee.

(b)To agree an interview panel - It was agreed that Cllrs Boylan, Hinderwell, Webster and the clerk would conduct the interviews

(c)To agree the interview format - – Following discussion it was agreed the interviews would last approximately 45 minutes. Cllr Webster agreed to produce and share a list of questions, and it was

also confirmed that should more than one candidate be suitable, second interviews would take place. Candidates would be scored 1 to 5, with 5 being the highest score. Interview intervals would be one hour, giving the panel time to discuss each candidate after their interview.

(d) To agree dates for interviews

The dates were agreed for Monday 4<sup>th</sup> December and Tuesday 5<sup>th</sup> December, starting at 9am

24/31 To provide an update on outstanding Personnel issues handed over

[REDACTED]

Cllr Baker left the meeting at 10.00am

[REDACTED]

Responsible Financial Officer – the deadline for applications is 31 October 2024.

[REDACTED]

Salaries – Cllr Webster confirmed she will deal with the salaries until the RFO starts

24/32 To provide an update regarding a meeting with the Groundsmen

It was agreed to arrange a meeting to discuss some of the concerns the ground staff team have. Cllr Webster will suggest some dates to the committee and team.

24/33 To agree to consult with the Groundsmen regarding the Dawes Lane Public Open Space (Kingsfield)

Cllr Webster proposed that the groundmen are consulted if the land at Dawes Lane is purchased by the Council. It was stated that this is still to be decided but if and when it happened, the ground staff would be consulted.

24/34 To agree office staff workplace assessments

Following discussion, it was agreed that workplace assessment would be arranged for the office staff.

Meeting closed at 11.20am.