



Minutes of the Human Resources Committee Meeting

Held at the Westgate-on-Sea Town Council Office

78 St Mildreds Road, Westgate-on-Sea CT8 8RF

on Wednesday 22nd October 2025 at 7pm

Present:

Cllr David Donaldson (Chair)
Cllr David Wallin (Vice-Chair)
Cllr Stephen Fenning
Cllr Tom King
Cllr Clive Veck
Ms Nabila Yakub, Town Clerk

HR/25/39 Welcome from the Chair

Cllr Donaldson welcomed those present.

HR/25/40 Apologies for Absence

None.

HR/25/41 Members' Interests

None.

HR/25/42 Minutes

The minutes of the meeting held on 23rd July 2025 were received and approved as an accurate record.

HR/25/43 Safecheck Health and Safety Report

The Committee **RESOLVED** to accept the Health & Safety proposal put forward by Peninsula HR.

HR/25/44 Staff Contracts

The Committee **RESOLVED** to recommend to Full Council that it adopts the changes to staff contracts as proposed by Peninsula HR.

HR/25/45 Staff Handbook

The Committee **RESOLVED** to recommend to Full Council that it adopts the changes to the Staff Handbook as proposed by Peninsula.

HR/25/46 SLCC Membership Renewal

The Committee **RESOLVED** that the Clerk renew her membership to the Society of Local Council Clerks.

HR/25/47 Recruitment Update

The Clerk informed the Committee that a new Finance Officer / Receptionist had been recruited.

HR/25/48 Public Participation Session

None.

HR/25/49 Exclusion of the Public and Press

A motion was requested to exclude Press and Public from the remainder of the meeting pursuant to section 1(2) of the Public Bodies (Admission to Meeting Act) 1960, due to the confidential nature of the business to be transacted:

- (a) Minutes from the Closed Session of the HR Committee Meeting held on 23rd July 2025.
- (b) To consider confidential staffing matters.

HR/25/50 Date of Next Meeting

Wednesday 28th January 2026

Signed: David Donaldson

Date: 28th January 2026.