



To all members of the Human Resources Committee

You are summoned to attend a meeting of the Human Resources Committee

at 6.00pm on Wednesday 5th February 2025 at the

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

If you are unable to attend this meeting, please advise the Town Clerk's office in advance by email so that your apologies may be recorded at the meeting.

Signed: *Nabila Yakub* Interim Town Clerk

Committee Members:

CLlr Donaldson (Chair); Cllr Wallin; Cllr Veck; Cllr Fenning; Cllr King; Cllr Mulinya.

- 1. Welcome from the Chair of the Committee**
- 2. Apologies for Absence**
To receive and accept apologies for absence.
- 3. Members' Interests**
To receive declarations of pecuniary and non-pecuniary interests.
- 4. Minutes**
To receive and approve the minutes of the:
HR Committee meeting held on the 27th of November 2024.
- 5. To review the following Westgate-on-Sea Town Council policies:**
 - Vexatious Complaints Policy
 - Social Media Policy
 - Civility and Respect Pledge.
- 6. Co-option**
To update on the co-option process.
- 7. Staff Continuous Professional Development**
To approve attendance at Health & Safety and Allotment Management courses.
- 8. Allotment Site Representatives**
Resignation and election procedure.
- 9. Public Right to Speak**
To invite the public to raise any issues of interest for a maximum of 15 minutes, 3 minutes per person.

10. Exclusion of the Public and Press

The Council is requested to pass a resolution 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. Because of the confidential nature of the business to be transacted, the public and the press may be asked to leave the meeting during consideration of the following items:

- (i) To receive and approve the Minutes of the:**
 - Closed Session of the HR Committee meeting held on the 27th of November 2024.
- (ii) To discuss:**
 - Vexatious communications and the impact on Staff, Councillors and the Co-option Process.
- (iii) Staffing matters.**

11. Date of Next Meeting

Wednesday the 26th of March 2025 at 7 pm.

Date of Issue:

31st January 2025