



## 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 23<sup>rd</sup> July 2025 at 7pm

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### **Present:**

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

### **HR/25/27 Welcome from the Chair**

Cllr Donaldson welcomed those present.

### **HR/25/28 Apologies for Absence**

Apologies were received from Cllr Fenning.

### **HR/25/29 Declarations of Interest**

None.

### **HR/25/30 Minutes**

The minutes of the meeting held on 26<sup>th</sup> March 2025 were received and approved as an accurate record.

### **HR/25/31 Policies**

The following policies were reviewed and approved:

- Disciplinary Policy
- Grievance Policy
- Sickness Absence Policy

### **HR/25/32 Resignation of Finance Officer**

The Committee was informed of the Finance Officer's resignation. A recruitment process was outlined, including advertising the position on the KALC website, Indeed and on the Council's website.

### **HR/25/33 Clerk's Correspondence**

The Clerk provided updates on staff annual leave, ongoing professional training, and potential future staff progression in accordance with the LCC review.

### **HR/25/34 Public Participation Session**

None.

**HR/25/35 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:

- Minutes from the Closed Session of the HR Committee Meeting held on 26<sup>th</sup> March 2025.
- To consider confidential staffing matters.  
Cllr Donaldson (Chair of the Committee) to lead discussions.

**HR/25/23 Date of Next Meeting**

To Be Decided.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_