



# Leigh-on-Sea Town Council

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Chairman: Cllr Pat Holden  
Vice Chairman: Cllr Carole Mulroney  
Town Clerk: Paul Beckerson



11<sup>th</sup> June 2010

Notice is hereby given that the next meeting of the **PERSONNEL SUB-COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Thursday 17<sup>th</sup> June 2010** at the Council Offices, 67 Elm Road, Leigh-on-Sea commencing at 2.00 p.m., when it is hoped to transact the following business.

## AGENDA

1. ELECTION OF CHAIRMAN
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. MINUTES OF PREVIOUS MEETING 23<sup>rd</sup> June 2009, attached
5. APPROVAL OF TOWN CLERK'S CONTRACT – See Report 1755/PB  
In view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to leave.
6. STAFF REVIEW
7. TOWN CLERK'S MEMBERSHIP OF THE SLCC (Renewal for 2010 – 11)
8. TOWN CLERK'S ATTENDANCE AT SLCC CONFERENCES (Three per annum)
9. TOWN CLERK'S COMPLETION OF THE COMMUNITY ENGAGEMENT AND GOVERNANCE DEGREE AND CILCA.

Paul Beckerson  
Town Clerk

Please Note: Any member who is unable to attend the meeting must send their apologies to the clerk before the meeting.