



Leigh-on-Sea Town Council

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



7th October 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 **Wednesday 13th October 2010** at the Council Offices, 67 Elm Road, Leigh-on-Sea commencing at 10.00 a.m., when it is hoped to transact the following business.

AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATION OF MEMBERS' INTERESTS
3. TO APPROVE THE MINUTES OF PREVIOUS MEETING 6th July 2010, attached
4. TO APPROVE JOB DESCRIPTION AND PAY SCALES FOR TEMPORARY ADMINISTRATIVE / EVENTS OFFICER (MATERNITY COVER) Report to follow

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.