



Leigh-on-Sea Town Council

67 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
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Chairman: Cllr Pat Holden
Vice Chairman: Cllr Carole Mulroney
Town Clerk: Paul Beckerson



20th June 2011

Notice is hereby given that the next meeting of the **PERSONNEL SUB-COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Friday 24th June 2011** at the Council Offices, 67 Elm Road, Leigh-on-Sea commencing at 2.00pm, when it is hoped to transact the following business.

AGENDA

1. ELECTION OF CHAIRMAN
2. ELECTION OF VICE CHAIRMAN
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. MINUTES OF PREVIOUS MEETING 13th October 2010, attached
5. STAFF REVIEW REPORT 1909/TC – Attached as Appendix 1
6. APPOINTMENT OF WORK EXPERIENCE PERSON (£5.00 per hour)
7. REVIEW OF VAN ALLOWANCE
8. WORK ALLOCATION AND PROGRAMMING
9. STAFF TRAINING AND STANDING ORDERS
10. CUSTOMER CARE CHARTER

Paul Beckerson
Town Clerk
20th June 2011

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