



# Leigh-on-Sea Town Council

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

2<sup>nd</sup> December 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 **Thursday 8<sup>th</sup> December 2011** at the Council Offices, 67 Elm Road, Leigh-on-Sea commencing at 10.00am, when it is hoped to transact the following business.

## AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATION OF MEMBERS' INTERESTS
3. MINUTES OF PREVIOUS MEETING 2<sup>nd</sup> December 2011
4. MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960

That in view of the confidential nature of the business to be transacted the public and press be temporarily excluded and they are instructed to withdraw (SO.1(c)) - (staffing)

5. CURRENT STAFFING UPDATE (To be given at the meeting)

Paul Beckerson  
Town Clerk  
2<sup>nd</sup> December 2011

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