



# Leigh-on-Sea Town Council

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

**Q**  
QUALITY  
TOWN  
COUNCIL

2<sup>nd</sup> February 2012

Notice is hereby given that the next meeting of the **PERSONNEL SUB-COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Tuesday 7<sup>th</sup> February 2012** at the Council Offices, 67 Elm Road, Leigh-on-Sea commencing at **1.00pm**, when it is hoped to transact the following business.

## AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATION OF MEMBERS' INTERESTS
3. MINUTES OF PREVIOUS MEETING 10<sup>th</sup> January 2012
4. INTERVIEW ARRANGEMENTS FOR OFFICE ADMINISTRATOR
5. UPDATE ON WORK EXPERIENCE PERSON
6. 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 in item 11 the public and press be temporarily excluded and they are instructed to withdraw (SO.1(c)) - (staffing)

7. RESIGNATION OF MEMBER OF STAFF & RELATED ISSUES – Update
8. POSSIBLE USE OF ALLOTMENT'S MAINTENANCE OFFICER AND VAN FOR EVENTS

Paul Beckerson  
Town Clerk  
2<sup>nd</sup> February 2012

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