



Leigh-on-Sea Town Council

67 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk

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



QUALITY
TOWN
COUNCIL

17th May 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 **Thursday 24th May 2012** at the Council Offices, 67 Elm Road, Leigh-on-Sea commencing at **7.00pm**, when it is hoped to transact the following business.

AGENDA

1. ELECTION OF CHAIRMAN
2. ELECTION OF VICE CHAIRMAN
3. APOLOGIES FOR ABSENCE
4. DECLARATION OF MEMBERS' INTERESTS
5. MINUTES OF PREVIOUS MEETING 21st March 2012
6. TOWN CLERK ANNUAL APPRAISAL (Standing Order 27c)
7. PAYMENT OF TRAVELLING EXPENSES
8. 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)
9. REQUEST FOR INCREASE IN ALLOTMENTS OFFICER'S HOURS (Recommendation from Allotments Committee)
10. BANK HOLIDAY WORKING SKATE PARK OFFICER
11. REVIEW OF STAFFING ARRANGEMENTS SUBSEQUENT UPON MANAGING THE LEIGH COMMUNITY CENTRE – Report to follow

Paul Beckerson
Town Clerk
17th May 2012

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