



# Leigh-on-Sea Town Council

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Chairman: Cllr Carole Mulroney  
Vice Chairman: Cllr Caroline Parker  
Town Clerk: Paul Beckerson



QUALITY  
TOWN  
COUNCIL

21<sup>st</sup> December 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 8<sup>th</sup> January 2013** at the Leigh Community Centre, 71 - 73 Elm Road, Leigh-on-Sea commencing at **7.30pm**, when it is hoped to transact the following business.

## AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATION OF MEMBERS' INTERESTS
3. MINUTES OF PREVIOUS MEETING 30<sup>th</sup> October 2012
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 in item 11 the public and press be temporarily excluded and they are instructed to withdraw (SO.1(c)) - (staffing)

5. TO CONSIDER APPOINTMENT OF PART-TIME JUNIOR ADMINISTRATOR (See Confidential Report 2143/CM)
6. TO CONSIDER ADDITIONAL JANITORIAL HOURS (See Confidential Report 2142/PSC)

Paul Beckerson  
Town Clerk  
21<sup>st</sup> December 2012

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