



# Leigh-on-Sea Town Council

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

**Q**  
QUALITY  
TOWN  
COUNCIL

21<sup>st</sup> March 2013

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 28<sup>th</sup> March 2013** at the Leigh Community Centre, 71 - 73 Elm Road, Leigh-on-Sea commencing at **5.00pm**, when it is hoped to transact the following business.

## AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATION OF MEMBERS' INTERESTS
3. MINUTES OF PREVIOUS MEETING 8<sup>th</sup> January 2013
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 items 5 and 6 the public and press be temporarily excluded and they are instructed to withdraw (SO.1(c)) - (staffing)

5. STAFFING REPORT (See Confidential Report 2183/CM)
6. TO NOTE COMPLETION OF STAFF PROBATIONARY PERIODS

Paul Beckerson  
Town Clerk  
21<sup>st</sup> March 2013

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