



# Leigh-on-Sea Town Council

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



6<sup>th</sup> June 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 13<sup>th</sup> June 2013** at the Leigh Community Centre, 71 - 73 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 8<sup>th</sup> January 2013
6. APPOINTMENT OF MEMBERS OF JOINT CONSULTATIVE WORKING PARTY (STAFFING)
7. 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 8, 9, 10 and 11 the public and press be temporarily excluded and they are instructed to withdraw (SO.1(c)) - (staffing)

8. STAFFING REPORT (See Confidential Report 2183A/CM)
9. ADDITIONAL JANITORIAL HOURS (See Confidential Report 2221/PSC)
10. TO NOTE COMPLETION OF STAFF PROBATIONARY PERIODS
11. TO APPROVE ANNUAL INCREMENTAL POINT RISES (See Confidential Report 2211/PSC)

Paul Beckerson  
Town Clerk  
6<sup>th</sup> June 2013

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