



Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk

Chairman: Cllr Caroline Parker
Vice Chairman: Cllr Paul Lawrence
Town Clerk: Paul Beckerson



QUALITY
TOWN
COUNCIL

6th September 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 **Wednesday 11th September 2013** at the Leigh Community Centre, 71 - 73 Elm Road, Leigh-on-Sea commencing at **8.00pm**, following the Council Meeting when it is hoped to transact the following business.

AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATION OF MEMBERS' INTERESTS
3. MINUTES OF PREVIOUS MEETING 31st JULY 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. TO AGREE PROCESS FOR CONDUCTING GRIEVANCE PROCEDURES (Confidential Appendix)

Paul Beckerson
Town Clerk
6th September 2013

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