



Leigh-on-Sea Town Council

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



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 7th January 2014** 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. APOLOGIES FOR ABSENCE
2. DECLARATION OF MEMBERS' INTERESTS
3. MINUTES OF PREVIOUS MEETING 9th OCTOBER 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 REPORT ON THE RECENT GRIEVANCES
6. TO RECEIVE AND CONSIDER THE RECOMMENDATIONS CONCERNING THE COUNCIL'S POLICIES AND PROCEDURES (Confidential Appendices 1 & 2)