



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 **Monday 20th January 2014** 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 7th JANUARY 2014
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 5 the public and press be temporarily excluded and they are instructed to withdraw (SO.1(c)) - (staffing)

5. TO AGREE JOB AND PERSON SPECIFICATIONS (Report to follow)