



# Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288  
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Chairman: Cllr Caroline Parker  
Vice Chairman: Cllr Paul Lawrence  
Town Clerk: Paul Beckerson

21<sup>st</sup> July 2014

Notice is hereby given that the next meeting of the **PERSONNEL SUB-COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Friday 25<sup>th</sup> July 2014** at the Leigh Community Centre, 71 - 73 Elm Road, Leigh-on-Sea commencing at **3.30pm**, 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 6<sup>th</sup> February 2014
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 item 8 to 10 the public and press be temporarily excluded and they are instructed to withdraw (SO.1(c)) - (staffing)

8. TO APPROVE ANNUAL INCREMENTAL POINT RISES (See Confidential Report 2374/PSC)
9. TO CONSIDER THE EMPLOYMENT OF AN APPRENTICE TO MAN RECEPTION AND GENERAL OFFICE DUTIES – Report 2387
10. TO CONSIDER ENGAGING AN INTERN UNDER THE AUSPICES OF THE UNIVERSITY OF ESSEX – Report 2381

Paul Beckerson  
Town Clerk  
21<sup>st</sup> July 2014

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