



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



2nd October 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 10th October 2014** at the Leigh Community Centre, 71 - 73 Elm Road, Leigh-on-Sea commencing at **4pm**, when it is hoped to transact the following business.

AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATION OF MEMBERS' INTERESTS
3. MINUTES OF PREVIOUS MEETING 25th July 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 (SOs 3(d), 13 and 24(a)) - (staffing)

5. TOWN CLERK'S APPRAISAL - TO DISCUSS THE RESPONSIBILITIES AND OBJECTIVES OF THE TOWN CLERK (Confidential Report – Appendix 1 attached)

Paul Beckerson
Town Clerk
2nd October 2014

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