



Leigh-on-Sea Town Council

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Chairman: Cllr Richard Herbert
Vice Chairman: Cllr Syrie Cox
Town Clerk: Paul Beckerson

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QUALITY
TOWN
COUNCIL

1st April 2015

Notice is hereby given that the next meeting of the **PERSONNEL SUB-COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Thursday 7th April 2015** at the Leigh Community Centre, 71 - 73 Elm Road, Leigh-on-Sea commencing at **7.15pm**, when it is hoped to transact the following business.

AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATION OF MEMBERS' INTERESTS
3. MINUTES OF PREVIOUS MEETING 19th March 2015
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 the public and press be excluded and instructed to withdraw (SOs. 3(d) and 24(a) - (staffing))

5. TO RECEIVE REPORT FROM PDG MEETING OF 1st APRIL 2015 (Confidential Appendix 1)

To agree job descriptions approved at PDG meeting for Community Centre Administrator and Facilities Manager and approve expenditure for recruitment advert for Community Centre Administrator and Part-Time Janitor of up to £900.

6. TO RATIFY APPOINTMENT OF GRAHAM DAVISON AS FACILITIES MANAGER.

Paul Beckerson
Town Clerk
1st April 2015

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