



Leigh-on-Sea Town Council

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Chairman: Cllr Richard Herbert
Vice Chairman: Cllr Carole Mulroney
Town Clerk: Paul Beckerson

8th October 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 **Wednesday 14th October 2015** at the Leigh Community Centre, 71 - 73 Elm Road, Leigh-on-Sea commencing at **10.30pm**, when it is hoped to transact the following business.

AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATION OF MEMBERS' INTERESTS
3. MINUTES OF PREVIOUS MEETING 15th September 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. PROPOSED AMENDMENTS TO STAFFING ROLES AND RESPONSIBILITIES - Report 2563/PB (Confidential Appendix 1)

Paul Beckerson
Town Clerk
8th October 2015

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