



# Leigh-on-Sea Town Council

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Chairman: Cllr Richard Herbert  
Vice Chairman: Cllr Carole Mulroney  
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 **Tuesday 8<sup>th</sup> March 2016** at the Leigh Community Centre, 71 - 73 Elm Road, Leigh-on-Sea commencing at **6.00pm**, when it is hoped to transact the following business.

## AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATION OF MEMBERS' INTERESTS
3. MINUTES OF PREVIOUS MEETING 11<sup>th</sup> February 2016
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. CONFIDENTIAL STAFFING MATTERS
6. GRIEVANCE PROCEDURE – Confidential Appendix 1
7. STAFF RESIGNATION  
To note the resignation of a part time Janitor
8. STAFF OVERTIME – Confidential Appendix 1
9. RECRUITMENT – Confidential Appendix 1

Helen Symmons  
Acting Town Clerk  
3<sup>rd</sup> March 2016

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