



Leigh-on-Sea Town Council

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Chairman: Cllr Jane Ward
Vice Chairman: Cllr Valerie Morgan
Town Clerk: Helen Symmons

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 24th October 2017** at the Leigh Community Centre, 71 - 73 Elm Road, Leigh-on-Sea commencing at **7.30 pm**, 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 September 2017
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. REVIEW AND APPRAISAL OF THE TOWN CLERK

In accordance with Standing Order 24 c, it is **RECOMMENDED** that the Chairman of the Personnel Sub-Committee or in his absence, the Vice Chairman together with the Chairman and Vice Chairman of Council conduct a review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the Personnel Sub-Committee.

Helen Symmons
Town Clerk
19th October 2017

Please Note: Any member who is unable to attend the meeting should send their apologies to the Chairman of the Committee or Town Clerk.

This meeting may only be attended by members of the Sub-Committee