



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

Members are requested to attend a meeting of the **PERSONNEL SUB-COMMITTEE** of the Leigh-on-Sea Town Council on **27th March 2018** at the Leigh Community Centre, 71 - 73 Elm Road, Leigh-on-Sea commencing at **7.00 pm**.

Committee Membership

Cllrs: Patrick Fox (Vice Chairman), Richard Herbert, Carole Mulroney, Ron Owen and Jane Ward

AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATION OF MEMBERS' INTERESTS
3. MINUTES OF PREVIOUS MEETING 8th March 2018
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. STAFFING MATTER
6. REPORT REGARDING THE CONFIDENTIAL MATTER PRESENTED BY CHAIRMAN OF PSC AT MEETING 8TH MARCH 2018

Helen Symmons
Town Clerk
22nd March 2018

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

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