



Leigh-on-Sea Town Council

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Chairman: Cllr Pat Holden
Vice Chairman: Cllr Carole Mulroney
Town Clerk: Paul Beckerson



MINUTES OF THE MEETING OF THE PERSONNEL SUB-COMMITTEE HELD ON TUESDAY 13th OCTOBER 2010 AT 67, ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Hilary Davison (Chairman), Margaret Cotgrove, Donald Fraser and Mrs Jean Roswell.

In attendance: Cllr John Wren and Paul Beckerson, Town Clerk

The meeting opened at 10.00am

12. APOLOGIES FOR ABSENCE

None

13. DECLARATION OF MEMBERS INTERESTS

None

14. MINUTES OF PREVIOUS MEETINGS

The minutes of the meeting of 6th July 2010 were agreed and signed by the Chairman

15. APPROVE JOB DESCRIPTION AND PAY SCALES FOR TEMPORARY ADMINISTRATIVE / EVENTS OFFICER (MATERNITY COVER)

- The main role should be to manage the Town Council's Events and become responsible for the administration of the planning applications and Farmers Market fee collection. In addition they should support the general administration of the Council.
- The remuneration should be from SP12 £15,039 to SP17 £16,830.
- The advert should be placed in the Leigh Times (2nd November edition) deadline for copy 28th October.
- Application deadline 12.00noon on the 17th November 2010. Short listing the same day.
- Interviews w/c 22nd November. Starting in December 2010.

The meeting closed at 10.50am