



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 14th FEBRUARY 2012 AT 67, ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Carole Mulroney (Chairman), Donald Fraser, Jerry Holden, Pat Holden and Caroline Parker.

In attendance: Paul Beckerson (Town Clerk)

The meeting opened at 1.30pm

53. APOLOGIES FOR ABSENCE

None

54. DECLARATION OF MEMBERS' INTERESTS

None

55. MINUTES OF PREVIOUS MEETINGS

The minutes of the meeting of 7th February 2012 were agreed and signed by the Chairman

56. 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 they are instructed to withdraw (SO.1(c)) - (staffing)

57. SHORTLISTING OF CANDIDATES – OFFICE ADMINISTRATOR

All members of the Sub-Committee had evaluated all the applications and it was **AGREED** to interview the top 11 candidates.

Scheduled as follows:

Wednesday 22nd February 2012

0945	Candidate	34
1045	Candidate	42
1345	Candidate	368

Thursday 23rd February 2012

0945	Candidate	192
1045	Candidate	195
1145	Candidate	227
1345	Candidate	286
1445	Candidate	128
1545	Candidate	419
1645	Candidate	117
1745	Candidate	184

The meeting closed at 1.55pm