



Leigh-on-Sea Town Council

67 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk

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



MINUTES OF THE MEETING OF THE PERSONNEL SUB-COMMITTEE HELD ON FRIDAY 24th FEBRUARY 2012 AT 67, ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Carole Mulroney (Chairman), Donald Fraser, Jerry Holden, Pat Holden and Caroline Parker (until Min 62).

In attendance: Paul Beckerson (Town Clerk)

The meeting opened at 5.00pm

58. APOLOGIES FOR ABSENCE

None

59. DECLARATION OF MEMBERS' INTERESTS

None

60. MINUTES OF PREVIOUS MEETINGS

The minutes of the meeting of 14th February 2012 were agreed and signed by the Chairman

61. 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)

62. APPOINTMENT OFFICE ADMINISTRATOR

The interview panel reported on the results of the interviews conducted and made a recommendation to the Sub-Committee.

It was **RESOLVED** to appoint Ms Vanda Moyse to the post. It was agreed that she would be invited to a half a day office familiarisation session on Monday, 27 February and to attend the Planning Committee meeting on Tuesday, 28 February.

63. APPROVAL OF CONTRACT

Members reviewed and amended the contract of employment.

The meeting closed at 5.45pm