



Leigh-on-Sea Town Council

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QUALITY
TOWN
COUNCIL

Chairman: Cllr Richard Herbert
Vice Chairman: Cllr Syrie Cox
Town Clerk: Paul Beckerson

MINUTES OF THE MEETING OF THE PERSONNEL SUB-COMMITTEE HELD ON TUESDAY 7TH APRIL 2015 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Carole Mulroney (Chairman), Donald Fraser, Richard Herbert and Caroline Parker

In attendance: Helen Symmons (Assistant Town Clerk)

The meeting opened at 7.15pm

37. APOLOGIES FOR ABSENCE

Cllrs: Syrie Cox, Paul Lawrence and Patsy Ryan

38. DECLARATION OF MEMBERS' INTERESTS

There were none.

39. MINUTES OF PREVIOUS MEETING

The minutes of the meeting of 19th March 2015 were agreed as a correct record and signed by the Chairman.

40. MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960
RESOLVED; 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))

Start of confidential business

41. TO RECEIVE REPORT FROM PDG MEETING OF 1ST APRIL 2015 (Confidential Report /PB Appendix 1)

The following item was considered in accordance with SO 13(c)

The Sub-Committee **RESOLVED** to agree the job descriptions and approve expenditure for recruitment advert set out in the Confidential Appendix 1.

42. TO RATIFY APPOINTMENT OF GRAHAM DAVISON AS FACILITIES MANAGER

The Sub-Committee **RESOLVED** to ratify the appointment.

The Town Clerk to work with Facilities Manager to review the evening work and organise a rota of continuous works to avoid Cllr criticisms.

End of confidential business

The meeting closed at 7.25pm