



Leigh-on-Sea Town Council

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Chairman: Cllr Richard Herbert
Vice Chairman: Cllr Carole Mulroney
Town Clerk: Paul Beckerson

MINUTES OF THE MEETING OF THE PERSONNEL SUB-COMMITTEE HELD ON FRIDAY 4th DECEMBER 2015 AT LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

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

In attendance: Paul Beckerson (Town Clerk)

The meeting opened at 2.00pm

22. APOLOGIES FOR ABSENCE

Cllrs: Fr. Clive Hillman and Jane Ward

23. DECLARATION OF MEMBERS' INTERESTS

There were none.

24. MINUTES OF PREVIOUS MEETING

The minutes of the meeting of 14th October 2015 were agreed as a correct record and signed by the Chairman.

25. 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

The following items were considered in accordance with SO 13(c)

26. CONSIDERATION OF ADJUSTMENTS TO STAFFING REMUNERATION

The Sub-Committee **RECOMMENDED** to P&RC that the Assistant Clerk (SCP 23) Pro Rata should be appointed as Temporary Deputy Clerk (SCP 38) Pro Rata from 16th December 2015 and act as Clerk during the course of the Clerk's medical treatment and that the hours be increased from 26 to 30 per week this to be funded from Reserves.

End of confidential business

The meeting closed at 2.25pm