



Leigh-on-Sea Town Council

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Chairman: Cllr Jane Ward
Vice Chairman: Valerie Morgan
Town Clerk: Helen Symmons

MINUTES OF A MEETING OF PERSONNEL SUB-COMMITTEE
HELD ON WEDNESDAY 13TH DECEMBER 2017
AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs Ron Owen (Chairman), Patrick Fox, Richard Herbert, Carole Mulroney and Jane Ward.

Also Present: Helen Symmons Town Clerk

The meeting commenced at 7.30pm.

12. APOLOGIES FOR ABSENCE

None

13. DECLARATION OF MEMBERS' INTERESTS

None

14. MINUTES OF PREVIOUS MEETINGS 25TH SEPTEMBER AND 24TH OCTOBER 2017

The minutes of the meeting of 25th September were agreed and signed by the Chairman.

The minutes of the meeting 24th October were signed by the Chairman following an amendment to minute 11 - Review and Appraisal of the Town Clerk:

Motion to suspend Standing Order 24c and recommended that the Chairman of the Personnel Sub-Committee, the Vice Chairman of PSC together with the Chairman of Council conduct a review of performance and annual appraisal of the work of the Town Clerk and that a further interim review takes place before April 2018. The results of the review and appraisal to be reported to PSC for approval.

Proposed Richard Herbert

Seconded Jane Ward

Passed

15. 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)

16. TOWN CLERK REVIEW

Following an extensive discussion it was **RESOLVED** that the Town Clerk would present 4-5 objectives for herself to undertake over the next 6 months and that a further review will take place in April/May and that the documentation at that time will have been set via the P&R Committee.

The meeting ended at 8.45 pm