



RAYLEIGH TOWN COUNCIL
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Cllrs D Belton, C Cannell, J Lumley, C Roe, B Smart.
Cllrs R Milne, D Mercer.

Dear Committee Member,

You are hereby summoned to a meeting of the Personnel Committee meeting to be held on Wednesday 11th August at 2 p.m. via Zoom.

<https://us06web.zoom.us/j/86301504524?pwd=SIVCbVJ5UTVreDBkT09kWFpzTE9pUT09>

Meeting ID: 863 0150 4524
Passcode: 956755

The public and press are welcome to attend and the meeting, but please note that most of the agenda is in closed session. As this meeting is via Zoom, any decisions or recommendations will be endorsed at the next full council meeting.

Yours sincerely,

Mr M Letch
Locum Clerk.
6th August 2021

AGENDA

PER 1/21 Those present and apologies for absence.
Motion. The council to record and accept apologies for absence

PER 2/21 Declaration of members' interests

Members of the Council are subject to paragraphs 6 (DPIs), 7 (Other Pecuniary Interests) and 8 (Non-Pecuniary interests) of that Code. Members are also subject to paragraphs 9-11 of that Code as regards declaration of interests and participation in the meeting insofar as any item of business involves such an interest.

PER 3/21 Election of committee chairman.

PER 4/21 Appointment of committee vice chairman.

PER 5/21 76/21 PUBLIC FORUM

The meeting shall be adjourned for 15 minutes for members of the public to speak on matters relating to this agenda. A maximum of 2 minutes will be allowed per speaker.

PER 6/21 Minutes of the previous meeting

Motion. The minutes of the previous meeting are approved as a true record.

PER 7/21 Closure of meeting to press and public.

Motion. In accordance with s.1 of the Public Bodies (Admission to meetings) Act 1960 to resolve that, in view of the nature of the business to be discussed, it is in the opinion of the Sub-Committee advisable that the public and press be excluded and they are instructed to withdraw. Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted during the closed session.

PER 8/21 To note the resignation of administration assistant.

PER 9/21 To consider appointment of administration assistant.

PER 10/21 To review staff salary scales.

PER 11/21 Open the meeting to press and public.

PER 12/21 Items for next agenda.