



RAYLEIGH TOWN COUNCIL
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Cllrs D Belton, R Dray, J Lumley, J Newport, 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 Friday 8th April via Zoom.

<https://us06web.zoom.us/j/84696982047?pwd=TkdGL2tiMG1BTkdReHRhcU03eENJZz09>

Meeting ID: 846 9698 2047

Passcode: 988656

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,

A handwritten signature in black ink, appearing to read 'M Letch', written over a white rectangular background.

Mr M Letch
Locum Clerk.
4th April 2022

AGENDA

PER 24/22 Those present and apologies for absence.

Motion. The council to record and accept apologies for absence

PER 25/22 Declaration of members' interests

Members of the Council are subject to paragraphs 6 (DPs), 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 26/22 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 27/22 Minutes of the previous meeting

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

PER 28/22 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 29/22 To consider proposals for project management within the council.

PER 30/22 To consider draft job specifications for two committee clerks.

PER 31/22 Open the meeting to press and public.

PER 32/22 Items for next agenda.