



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

Dear Committee Member,

You are hereby summoned to a meeting of the Personnel Committee meeting to be held on Friday 30th September 2022 at 10.30 a.m. via Zoom

<https://us06web.zoom.us/j/84907788600?pwd=Q2RsZiRjcVZVdVJxU1VITS9RWDQwQT09>

Meeting ID: 849 0778 8600

Passcode: 766638

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.
26th September 2022

AGENDA

PER 43/22 Those present and apologies for absence.

Motion. The council to record and accept apologies for absence

PER 44/22 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 45/22 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 46/22 Minutes of the previous meeting

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

PER 47/22 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 48/22 To approve the job specification for a Town Clerk at SCP range 46 -49.

PER 49/22 To consider method for recruiting staff.

PER 50/22 To review the Parish Basic Allowance for Rayleigh Town Council.

PER 51/22 Open the meeting to press and public.

PER 52/22 Items for next agenda.