



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
Rayleigh, Essex, SS6 8JD
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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 Monday 31st October 2022 at 7.30 p.m. at the Pavilion, King George V Playing Field, Bull Lane, Rayleigh, SS6 8JD (entrance via Websters Way) for the transaction of business as set out below. The press and public are welcome to attend.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'M Letch', with a large checkmark below it.

Mr M Letch
Locum Clerk.
26th October 2022

AGENDA

PER 53/22 Those present and apologies for absence.

Motion. The council to record and accept apologies for absence

PER 54/22 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 55/22 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 56/22 Minutes of the previous meeting

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

PER 57/22 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 58/22 To approve the recruitment proposal from LGRC

PER 59/22 To consider joining the Society of Local Council Clerks at an annual fee of £400

PER 60/22 To approve the job specification for a Deputy Clerk and Communities Committee Clerk.

PER 61/22 To approve the job specification for a Finance Officer and Environmental Committee Clerk.

PER 62/22 To consider method for recruiting staff.

PER 63/22 Open the meeting to press and public.

PER 64/22 Items for next agenda.