



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 via Zoom on Friday 20th January 2023 at 12 noon for the transaction of business as set out below. The press and public are welcome to attend but should note that as the meeting is to be held remotely, it cannot make decisions. Recommendations will be referred to the Policy and Finance Meeting on 31st January for adoption.

Yours sincerely,

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

Mr M Letch
Locum Clerk.
16th January 2023

<https://us06web.zoom.us/j/88098487676?pwd=WitDV2ILY3N2RXlicHJnOXRvWIZkdz09>

Meeting ID: 880 9848 7676
Passcode: 090799

AGENDA

PER 1/23 Those present and apologies for absence.
Motion. The council to record and accept apologies for absence

PER 2/23 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 3/23 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 4/23 Minutes of the previous meeting

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

PER 5/23 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 6/23 To note the appointment of staff

- a. Elaine Ketley appointed as Clerk, Responsible Financial Officer, and Proper Officer.
- b. Kate Smile appointed as Finance Officer and Environmental Committee Clerk
- c. Karen Gaiger adopts the duties of Communities Committee Clerk in addition to the post of Deputy Clerk.
- d. Michael Letch is no longer the Locum Clerk.

PER 7/23 To consider training support for the Clerk

- a. To consider joining the Society of Local Council Clerks at an annual fee of £400
- b. To approve funding for CiLCA training through SLCC
- c. To consider appointing Michael Letch to provide support and mentoring to the Clerk.

Motion. The Committee recommends allocating one day a week onsite support and up to one day a week remote support throughout the Clerk's probationary period.

PER 8/23 To consider appointing Worknest to provide HR Support to the council.

Motion. The Committee recommends the appointment of Worknest to provide HR support at a cost of £2,408 per annum.

PER 9/23 Open the meeting to press and public.

PER 10/23 Items for next agenda.