



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
Rayleigh, Essex, SS6 8JD
Tel: 01268 741880
Email: clerk@rayleightowncouncil.gov.uk
www.rayleightowncouncil.gov.uk
VAT number: 830 7558 23

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 Tuesday 28th March 2023 at 2 pm 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 24th April for ratification.

<https://us06web.zoom.us/j/89783054063?pwd=V0d1e1YzZjRdVgzcmNTVzB0enkrZz09>

Meeting ID: 897 8305 4063

Passcode: 917252

Yours sincerely,

Elaine Ketley
Town Clerk.

AGENDA

PER 11/23 Those present and apologies for absence.

Motion. The council to record and accept apologies for absence.

PER 12/23 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 13/23 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 14/23 Minutes of the previous meeting

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

PER 15/23 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 16/23 To consider the three-month review of Town Clerk appointment.

PER 17/23 To review training support for the Clerk.

PER 18/23 To consider establishing an appraisal procedure for all staff.

PER 19/23 To consider a policy for councillor training.

PER 20/23 To note the appointment of worknest as the Council's HR and legal support.

PER 21/23 Open the meeting to press and public.

PER 22/23 Items for next agenda.