



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
Rayleigh, Essex, SS6 8JD
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Dear Committee Member,

You are hereby summoned to a meeting of the Personnel Committee meeting **Monday 26th February 2024** at **6pm** 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,

Elaine Ketley
Town Clerk.

A handwritten signature in black ink, appearing to be 'EK'.

21st February 2024

Councillors: R Dray, J Lumley, J Newport, C Roe, C Stanley, R Milne, Cllrs D Mercer, D Belton.

AGENDA

PER 23/24 Those present and apologies for absence.

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

PER 24/24 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 25/24 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 26/24 Minutes of the previous meeting

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

PER 27/24 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 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 28/24 Employment Law/HR /Health & Safety Consultancy

PER 29/24 Staff

PER 30/24 Town Clerk

PER 31/24 Apprentice

PER 32/24 Work Experience

PER 33/24 Open the meeting to press and public.

PER 34/24 Items for next agenda.