



RAYLEIGH TOWN COUNCIL
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**Minutes of the meeting of the Personnel Committee
held on Tuesday 16th April 2024
at The Pavilion, King George V Playing Field, Bull Lane, Rayleigh, Essex, SS6 8JD**

PER 35/24 Those present and apologies for absence.

Chair Cllr J Lumley
Members Cllrs R Dray, J Newport, C Roe, D Belton
Apologies Cllrs C Stanley, R Milne, D Mercer
Resolved. The Council records and accepts apologies for absence.

PER 36/24 Declaration of members' interests

All members of District and County Councils that were present, declared their interests.

PER 37/24 Public Forum

No Public present.

PER 38/24 Minutes of the previous meeting

Resolved. The minutes of the previous meeting on 26th February 2024 were approved as a true record.

PER 39/24 Closure of meeting to press and public.

Resolved. 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 40/24 Apprenticeship

Resolved. To advertise an accessible apprenticeship open to all ages, with the aim to offer the successful candidate a start date in Autumn 2024 under the supervision of the Town Clerk and Deputy Town Clerk.

Proposed by Cllr Lumley and unanimously agreed.

PER 41/24 Staff Workload Review

Resolved. The Deputy Town Clerk to take on the Town Clerk duties when the Town Clerk is not available.

Resolved. The Administrative Assistant to take on the role of engaging with the community via social media and further means, as per the Community Engagement Strategy.

Resolved. To put forward a motion to Full Council that the Environment and Open Spaces Committee becomes Open Spaces Committee dealing and will presently deal with Lower Wyburns, King George V Playing Field and the John Fisher site, with all other areas moving to the Communities Committee.

PER 42/24 Open the meeting to press and public.

PER 43/24 Items for next agenda.

Apprenticeship update.

Staff workload update.

Meeting Closed at 7.11pm