



RAYLEIGH TOWN COUNCIL
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Minutes of the Personnel Committee meeting Monday 23rd September 2024 at 6.30pm at The Pavilion, King George V Playing Field, Bull Lane, Rayleigh, SS6 8JD

MINUTES

PER58/24 Chair Cllr J Lumley
Members C Roe, J Newport, R Lambourne, V Wilson, M Vernon, M O'Leary, S-J Page
Apologies Cllr V Wilson, M O'Leary, Cllr Balding
Substitutes Cllr R Linden for V Wilson, and N Gallop for M O'Leary
Resolved Apologies for absence and substitutions recorded and accepted.
Also present Town Clerk

PER59/24 Declaration of members' interests

All Rochford District Councillors And Essex County Councillors declared their interests.

PER60/24 Public Forum

No members of the public were present.

PER61/24 Minutes of the previous meeting

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

PER62/24 Closure of meeting to press and public.

Proposal Closure of meeting to the press and public in accordance with s.1 of the Public Bodies (Admission to meetings) Act 1960, to be moved to after agenda point PER63/24 and PER65/24 have been discussed.

Proposed Cllr J Newport

Seconded Cllr J Lumley

Vote Carried

PER63/24 Terms of Reference

The present Personnel Committee Terms of Reference were clarified.

Proposal As per EALC legal department and NALC advice, there should be no substitutions for a Personnel Committee member and therefore the specification that "there can be no Councillor substitutions for members of the Personnel Committee" to be added to the Terms of Reference.

Proposed Cllr J Lumley

Seconded Cllr J Newport

Recorded Vote For: Cllr J Newport, J Lumley and C Roe.

Against: Cllr M Vernon, S-J Page, R Lambourne, R Linden.

Vote	Abstain: Cllr N Gallop Failed
Proposal	Full Council to decide whether substitutions for a Personnel Committee member be permitted and to amend the Terms of Reference and Standing Orders accordingly.
Proposed	Cllr J Lumley
Seconded	Cllr R Linden
Vote	Carried

PER65/24 Training

Resolved. Staff training budget to be increased to £850 as proposed by Cllr J Lumley and seconded by Cllr J Newport.

It was noted that group and individual Councillor training has taken place with costs to be taken from Councillor Training Ear Marked Reserve with further Councillor training to be considered.

Resolved. The Councillor Training budget for 2025-26 be a total of £5000 including carried over relevant ear marked reserve, as proposed by Cllr J Lumley and seconded by Cllr S-J Page.

Closure of meeting to the press and public in accordance with s.1 of the Public Bodies (Admission to meetings) Act 1960

PER64/24 Workload and Additional Hours

Resolved. Part time staff may claim (as in staff employment contracts) additional hours worked, up to full time hours, as required and budgeted - proposed by Cllr J Lumley and seconded Cllr J Newport.

PER66/24 Work Experience Application

Resolved. A work experience application has been received for December 2024, which does not fit with the Council's time schedule and not to be offered.

PER67/24 Apprentice Interview

It was noted that apprentice applicants will be interviewed on Friday 4th October.

Resolved. The apprenticeship interview panel to be the Chair of the Personnel Committee and the Town Clerk as proposed by Cllr J Lumley and seconded by Cllr R Linden.

PER68/24 Meeting opened to the press and public.

Meeting Closed at 7.40pm