



**RAYLEIGH TOWN COUNCIL**  
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Cllrs D Belton, J Lumley, C Roe, B Smart.  
Cllrs R Milne, D Mercer.

Dear Committee Member,

You are hereby summoned to a meeting of the Personnel Committee meeting to be held on Friday 7<sup>th</sup> January at 11 a.m. via Zoom.

<https://us06web.zoom.us/j/82547694710?pwd=SUpuSmtvbUcyS25zMHlmN2Ewa0tUdz09>  
Meeting ID: 825 4769 4710  
Passcode: 070758

The public and press are welcome to attend and the meeting, but please note that most of the agenda is in closed session. As this meeting is via Zoom, any decisions or recommendations will be endorsed at the next full council meeting.

Yours sincerely,

Mr M Letch  
Locum Clerk.  
31<sup>st</sup> December 2021

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## **AGENDA**

- PER 1/22** Those present and apologies for absence.  
**Motion.** The council to record and accept apologies for absence
- PER 2/22** **To consider nominations for a replacement committee member.**
- PER 3/22** **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 4/22 76/21 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 5/22 Minutes of the previous meeting**

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

**PER 6/22 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 7/22 To note and review SCP levels.**

**Motion.** The committee approves salary increments following satisfactory progress.

**PER 8/22 To consider re-appointment of locum clerk for a further year.**

**Motion.** The Committee recommends that Michael Letch is reappointed for a further year as locum clerk, proper officer, and responsible financial officer.

**PER 9/22 To consider initial proposals for future staffing levels.**

**PER 10/22 Open the meeting to press and public.**

**PER 11/22 Items for next agenda.**

Consideration of revising the Council's status as LC4.  
Member staff protocol.