



**RAYLEIGH TOWN COUNCIL**  
**The Pavilion, King George V Playing Field, Bull Lane,**  
**Rayleigh, Essex, SS6 8JD**  
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**VAT number: 830 7558 23**

11<sup>th</sup> August 2025

Dear Committee Member

You are hereby summoned to an Extraordinary Meeting of the **Personnel Committee** on **Friday 15<sup>th</sup> August 2025 at 2.30pm** 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 until the closed session.

Yours sincerely

*D Balding*

Cllr D Balding  
Chairman  
Personnel Committee

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Councillors: D Balding, R Lambourne, R Linden, J Newport, L Newport, M O'Leary, S-J Page, V Wilson, M Vernon

## **AGENDA**

**PER 15/25 Those present and apologies for absence**

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

**PER 16/25 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 17/25 Code of Conduct/Civility & Respect**

To note that the meeting will be carried out under the terms of the Local Government Association and Rayleigh Town Council's Code of Conduct policy together with NALC's Civility and Respect pledge with all participants expected to behave in a professional and constructive manner

**PER 18/25 Minutes of the previous meeting**

**Motion.** The minutes of the previous meeting held on 21<sup>st</sup> July 2025 are approved as a true record (Attached)

**PER 19/25 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 20/25 Contract of Employment for the Locum Town Clerk**

To receive and consider a report on the current situation relating to the Contract of Employment for the Locum Town Clerk

**Motion.** To recommend any necessary actions to full Council