



Rayleigh Town Council

The Pavilion, King George V Playing Field, Rayleigh, SS6 8JD
www.rayleightowncouncil.gov.uk

Members of Personnel Committee

You are hereby summoned to attend the **Personnel Committee** meeting of **Rayleigh Town Council** to be held on **Tuesday 5th May 2026** commencing at **4:15pm**. The meeting will be held at **The Pavilion, King George V Playing Field, Rayleigh, SS6 8JD** for the purpose of transacting the following business. Papers have been circulated for items marked with (*)

Members of the public and press are welcome to attend the meeting. All council meetings will be conducted in accordance with the Civility & Respect pledge and adopted Code of Conduct.

Shaun Fishenden

Shaun Fishenden PSLCC

Town Clerk & Responsible Financial Officer

Date Issued: Tuesday 28th April 2026

AGENDA

1. **Apologies for Absence:** To receive and accept apologies
2. **Declaration of Members' Interests:** To receive declarations of pecuniary and non-pecuniary interests for this meeting

CLOSED SESSION

Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that due to the confidential nature of the next item, the public and press will be asked to leave the meeting

3. **Clerk's Report:** To note a verbal report from the Town Clerk & RFO
4. **Chairman's Report:** To note a verbal report from the Chairman of the Personnel Committee