



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
Rayleigh, Essex, SS6 8JD
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Dear Committee Member,

You are hereby summoned to a meeting of the **Personnel Committee** meeting **Monday 6th January 2025** at **6.30pm** 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,

A handwritten signature in black ink, appearing to read 'K Hardy'.

Mrs K Hardy
Deputy Town Clerk

Councillors: J Lumley, D Balding, C Roe, J Newport, R Lambourne, V Wilson, M Vernon, M O'Leary, S-J Page.

AGENDA

PER 69/24 Those present and apologies for absence.

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

PER 70/24 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 71/24 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 72/24 Minutes of the Personal Meeting held on 23rd September 2024

Motion. The minutes of the previous meeting held on 23rd September 2024 are approved as a true record.

PER 73/24 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 74/24 Arrangements to be made in the absence of the Town Clerk

To consider and agree on the arrangements to be made in the absence of the Town Clerk. This will include decisions on any appropriate action to be taken to include the following but not limited to these specific items

1. To formally appoint the Deputy Clerk as the interim Clerk, Proper Officer and RFO
2. To consider and decide on a report relating to the employment of a consultant to advise the Council about the budgeting process, the setting of the Precept, the Internal Auditor's report and other administrative matters
3. To receive amended figures for the budgeting process and to decide whether these should be accepted

PER 75/24 Open the meeting to press and public.