



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
Rayleigh, Essex, SS6 8JD
Tel: 01268 741880
Email: clerk@rayleightowncouncil.gov.uk
www.rayleightowncouncil.gov.uk
VAT number: 830 7558 23

1st December 2025

Dear Committee Member

You are hereby summoned to a Meeting of the **Personnel Committee** on **Friday 5th December 2025** at **4.30pm** 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

Mrs K Hardy
Deputy Town Clerk

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

AGENDA

PER 27/25 Those present and apologies for absence

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

PER 28/25 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 29/25 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 30/25 Minutes of the previous meeting

Motion. The minutes of the previous meeting held on 23rd October 2025 are approved as a true record (Attached)

PER 31/25 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 32/25 Recruitment of Town Clerk

- Update on the recruitment process – verbal report from the Chair
- Selection of members for the interview panel for the Town Clerk recruitment – interviews are due to be held on 19th December 2025