



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
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19th October 2025

Dear Committee Member

You are hereby summoned to a Meeting of the **Personnel Committee** on **Thursday 23rd October 2025 at 2.00pm** 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 21/25 Those present and apologies for absence

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

PER 22/25 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 23/25 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 24/25 Minutes of the previous meeting

Motion. The minutes of the previous meeting held on 15th August 2025 are approved as a true record (Attached)

PER 25/25 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 26/25 Recruitment of Town Clerk

Members to consider and note the report received from the external consultant regarding the recruitment of a new Town Clerk.

Members to consider and discuss the Personnel Committee budget for the next financial year.