



RAYLEIGH TOWN COUNCIL
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You are hereby summoned to a meeting of the **Personnel Committee** meeting **Monday 6th January 2025** at **6.30pm** at The Pavilion.

MINUTES

PER 69/24 Present: Cllrs J Lumley, D Balding, C Roe, J Newport, R Lambourne, V Wilson, M Vernon, M O'Leary, S-J Page.

Also in attendance – Deputy Town Clerk and Miss A Wood

PER 70/24 Declaration of members' interests

Cllrs J Newport, R Lambourne, V Wilson, M O'Leary and S J Page declared a non pecuniary interest in matters relating to Rochford District Council due to being a member.

Cllr J Newport declared an interest in matters relating to Essex County Council due to being a member.

PER 71/24 Public Forum

None present.

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

Members agreed not to approve the minutes of the previous meeting held on 23rd September 2024.

PER 73/24 Closure of meeting to press and public.

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

Members agreed 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. It was agreed to formally appoint the Deputy Clerk as the interim Clerk, Proper Officer and RFO in relation to signing of documents that may be required for submitting the precept and other documentation.

2. It was agreed 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. Members thank Miss A Wood for her assistance and the work in producing the reports.
3. Members received the amended figures for the budgeting process and it was proposed by Cllr M O'Leary and seconded by Cllr J Newport for the budget for salaries to remain as in the proposed budget previously circulated by the Town Clerk. 8 voted in favour and two abstained. It was agreed at this time not to progress with the employment of an apprentice.

PER75/25 Open meeting to Press and Public

Meeting closed at 7.39pm