



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

Minutes of an Extraordinary Meeting of the **Personnel Committee** held on **Friday 15th August 2025** at The Pavilion, King George V Playing Field

Minutes

PER 15/25 Those present and apologies for Absence

Those present: D Balding, R Linden, J Newport, L Newport, M O'Leary, V Wilson , M Vernon.

Apologies given by R Lambourne. These were acknowledged and accepted by the committee.

PER 16/25 Declarations of members interests

Declarations of interest: there were no declarations of interest.

PER 17/25 Code of Conduct

The meeting was conducted under the terms of 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 18/25 Minutes from Personnel Meeting held on 21st July 2025

The minutes of the last committee meeting held on 21st July were agreed subject to changes provided regarding agenda item PER 10/25 and closure of meeting time was 4.25pm.

PER 19/25 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 20/25 Contract of Employment for The Locum Town Clerk

1. Extension of Locum clerks Contract

It was proposed that the Locum Clerks Contract NOT be extended.

This was agreed

2. Recruitment of full-time Town Clerk

It was proposed to begin the recruitment process for a full time Town Clerk immediately, using all means necessary and to get the vacancy advertised as soon as possible, with the expectation that the budget would not exceed £10,000.

This was agreed.

The meeting closed at 3.37pm

Chairman

Chairman Signature Date