



Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk



Chairman: Cllr Richard Herbert
Vice Chairman: Cllr Carole Mulroney
Town Clerk: Paul Beckerson

Notice is hereby given that the next meeting of the **PERSONNEL SUB-COMMITTEE** of the Leigh-on-Sea Town Council will take place on **Thursday 11th February 2016** at the Leigh Community Centre, 71 - 73 Elm Road, Leigh-on-Sea commencing at **7.00pm**, when it is hoped to transact the following business.

AGENDA

1. APOLOGIES FOR ABSENCE
2. DECLARATION OF MEMBERS' INTERESTS
3. MINUTES OF PREVIOUS MEETING 4th December 2015
4. MOTION TO EXCLUDE PUBLIC – The Public Bodies (Admission to Meetings) Act 1960

That in view of the confidential nature of the business to be transacted the public and press be excluded and instructed to withdraw (SOs. 3(d) and 24(a) - (staffing))

5. GRIEVANCE PROCEDURE

Helen Symmons
Acting Town Clerk
5th February 2016

Please Note: Any member who is unable to attend the meeting should send their apologies to the Clerk before the meeting.