



Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP | Tel: 01702 716288

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Chairman: Cllr Keith Evans | **Vice Chairman:** Cllr Dr. David Bowry

Town Clerk: Helen Symmons PSLCC



Members are requested to attend a meeting of the
STAFFING COMMITTEE of Leigh-on-Sea Town Council
on **Tuesday 28th June 2022** commencing at **6.45 pm.**
at Leigh-on-Sea Community Centre, 71-73 Elm Road, SS9 1SP

Committee Membership

Cllrs: David Bowry, Vinice Cowell, Keith Evans, Anita Forde, Carole Mulronev and Andy Wilkins

Helen Symmons PSLCC

Town Clerk
23rd June 2022

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

AGENDA / BUSINESS TO BE TRANSACTED

1. ELECTION OF CHAIRMAN
2. ELECTION OF VICE CHAIRMAN
3. APOLOGIES FOR ABSENCE
4. DECLARATION OF MEMBERS' INTERESTS
5. MINUTES OF PREVIOUS MEETING [22ND FEBRUARY 2022](#)
6. TOWN CLERK'S ANNUAL APPRAISAL

The Panel undertook the appraisal as per the appraisal process. Both the personal and panel objectives for the coming year were agreed.

7. FLEXIBLE WORKING REQUEST

A request was recently received and processed in accordance with the Staff Handbook policy.

8. MATERNITY

From 1st July, two members of staff will be on maternity leave.

9. RECRUITMENT

A part time maintenance caretaker has joined the team. Recruitment is expected to commence imminently for position of Senior Caretaker which will replace a vacant caretaker position.