



Leigh-on-Sea Town Council

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Chairman: Cllr Paul Gilson | **Vice Chairman:** Cllr Andrew Wilkins

Town Clerk: Helen Symmons PSLCC



MINUTES OF A MEETING OF THE STAFFING COMMITTEE
TUESDAY 23RD FEBRUARY 2021
HELD ONLINE

Present: Cllrs: David Bowry, Paul Gilson, Keith Evans, Jill Healey and Andy Wilkins

In Attendance: Helen Symmons (Town Clerk)

The meeting opened at 7.34pm

1. APPOINTMENT OF COMMITTEE CHAIRMAN

Following a proposal (Cllr Gilson, seconded Cllr Evans) Cllr David Bowry was elected as the Committee Chairman of the Staffing Committee.

2. CHAIRMAN'S ONLINE MEETING PROTOCOL ANNOUNCEMENT

The Chairman thanked members for his appointment explaining the reason for a new Chairman was due to the resignation of Cllr Bromfield from the Council. He welcomed all to the meeting and read the protocol.

3. APOLOGIES FOR ABSENCE

Cllr Wells

4. DECLARATION OF MEMBERS' INTERESTS

There were none

5. APPROVE MINUTES OF THE PREVIOUS MEETING

The minutes of 15th February 2021 were agreed although it was noted that the agenda had mis-stated the year. These will be signed at the next possible meeting when physical attendance is permitted.

6. STAFF APPRAISALS

The Committee **RESOLVED** that incremental pay awards be given to staff in line with their contracts having all had satisfactory appraisals. The Town Clerk confirmed that this applied for 6 members of staff at the present time.

Following a proposal (Cllr Evans, seconded Cllr Gilson) the Committee **RESOLVED** that the Chairman would write to all staff individually acknowledging the difficult year they have experienced and praising them for their hard work and dedication.

7. TOWN CLERK'S APPRAISAL

The Committee **RESOLVED** that Cllrs Bowry, Evans and Healey would form the appraisal panel for the Town Clerk's appraisal in April.

The meeting closed at 7.53 pm