



Leigh-on-Sea Town Council

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

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**Chairman:** Cllr Bernard Arcscott | **Vice Chairman:** Cllr Sandra McCurdy

**Town Clerk:** Helen Symmons *PSLCC*

Members are hereby summoned to attend a Meeting of the  
**STAFFING COMMITTEE** of Leigh-on-Sea Town Council  
on Monday, 27th November, commencing at 7:30 pm.  
at Leigh-on-Sea Community Centre, 71-73 Elm Road, SS9 1SP Room 1

Michael Letch  
Locum Clerk  
22<sup>nd</sup> November 2023

Committee Membership Cllrs: Bernard Arcscott, David Bowry, Mark Flewitt, Jonathan Garston, John Lloyd, Sandra McCurdy, Craig Watt

Any member who is unable to attend the meeting should send their apologies to the Council Office.

**AGENDA / BUSINESS TO BE TRANSACTED**

1. HOUSEKEEPING ANNOUNCEMENTS.
2. APOLOGIES FOR ABSENCE.
3. DECLARATION OF MEMBERS' INTERESTS.  
For Councillors to declare any pecuniary or non-pecuniary interest in any items on the agenda
4. MINUTES OF THE PREVIOUS MEETING.
5. PUBLIC REPRESENTATIONS  
There will be 15 minutes for public comments with a maximum of three minutes per person.
6. STAFFING BUDGET
  - a. General budget  
To consider 2024 -5 budget for staffing.
  - b. Staffing support measures.  
**Motion.** The committee will allocate a budget of £1,500 for staffing support measures.
7. MOTION TO EXCLUDE PUBLIC – PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960
8. 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)
9. 7. CONFIDENTIAL ITEM NO.1 – STAFFING MATTER