



Leigh-on-Sea Town Council

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

Town Clerk: Helen Symmons PSLCC



MINUTES OF A MEETING - STAFFING COMMITTEE
TUESDAY 28th FEBRUARY 2023
HELD AT LEIGH COMMUNITY CENTRE

Present: Cllrs: David Bowry, Vinice Cowell, Keith Evans, Anita Forde, Jill Healey, Carole Mulroney and Andy Wilkins

Absent: *None*

In Attendance: Helen Symmons (Town Clerk) Ingmar Lindberg-Jones (Admin Assistant)

The meeting opened at 19:30

24. HOUSEKEEPING ANNOUNCEMENTS

The Chairman made the appropriate announcements.

25. APOLOGIES FOR ABSENCE

None

26. DECLARATION OF MEMBERS' INTERESTS

None

27. APPROVE OF THE PREVIOUS MINUTES

The minutes of 31st January 2023 were agreed and signed.

28. CHANGES TO OFFICE ORGANISATION

The Committee **NOTED** the report

29. APPRAISAL PROCESS

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

30. OTHER STAFFING MATTERS

The Committee **NOTED** the report

31. 2022/23 STAFFING BUDGET UPDATE

The Committee **NOTED** the report

32. TO CONSIDER ANY UNDERSPENDS IN 2022/23 BUDGET TO EARMARK AS A RESERVE

The Committee **NOTED** the report and **RESOLVED** the recommended movements to earmarked reserves **with recommendation to Council via F&G Committee**

33. 2023/24 STAFFING BUDGET UPDATE

The Committee **NOTED** the report

34. 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)

35. CONFIDENTIAL STAFFING MATTERS

The Town Clerk updated the Committee to advise that no response had been forthcoming to correspondence sent.

The Town Clerk left the meeting

The Chairman updated the committee to advise on a further confidential staffing matter and the Committee **RESOLVED** to hold a further Staffing Committee meeting on 7th March 2023.

The Town Clerk returned to the meeting

The meeting closed at 19:55pm