

26th May 2009

TO ALL MEMBERS OF THE PERSONNEL COMMITTEE

Cllr D Blackwell (Chairman)
Cllr J Anderson
Cllr J Liddiard
Cllr B Dixie
Cllr P Grieg
Cllr N Harvey

Dear Sir/Madam

*I hereby summon you to attend a meeting of the **PERSONNEL COMMITTEE** to be held at **THE PADDOCKS, LONG ROAD, CANVEY ISLAND** on **MONDAY 1ST JUNE 2009** commencing at **7.00PM** for the transaction of business as set out below.*

Yours faithfully



Town Clerk

A G E N D A

- 1 Apologies for absence
- 2 To receive declarations of interest in items on the agenda
- 3 To agree the Terms of Reference (Appendix A)
- 4 Training:
 - Employment Issues

In accordance with Section 1 of the Public Bodies (Admissions to Meetings) Act, 1960, the public and press will be excluded for consideration of the following items as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted

- 5 Personnel Matters