

23rd November 2009

TO ALL MEMBERS OF THE PERSONNEL COMMITTEE

Cllr D Blackwell
Cllr J Anderson
Cllr B Dixie

Cllr P Grieg
Cllr N Harvey
Cllr J Liddiard

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 30th NOVEMBER 2009** commencing at **6.30PM** for the transaction of business as set out below.*

Yours faithfully

Acting Town Clerk

A G E N D A

- 1 Apologies for absence
- 2 To receive declarations of interest in items on the agenda

In accordance with Section 100(A) of the Local Government Act 1972 the public and press will be excluded for consideration of the following item(s) which are likely to involve the disclosure of exempt information as defined in paragraph 1 and 3 of Part 1 of Schedule 12A to the Act.

- 3 To consider and agree application forms received for position of Town Clerk and to make the necessary arrangements for interviews (Appendices A – K).
- 4 To review the role of the Events & Publicity Officer and to consider an adjustment to the number of hours worked as per the attached report (Appendix L).