

**MINUTES OF THE PROCEEDINGS AT THE MEETING OF THE  
PERSONNEL COMMITTEE OF THE CANVEY ISLAND TOWN COUNCIL  
HELD AT THE PADDOCKS COMMUNITY CENTRE, LONG ROAD,  
CANVEY ISLAND ON MONDAY 30<sup>th</sup> NOVEMBER 2009 AT 7.00PM**

**PRESENT:**

**Councillors:** D. Blackwell (Chairman)  
J. Anderson (Vice Chairman) B. Dixie P. Greig

Also present: Cllrs D Anderson and R Bishop  
Mrs L. Lodge – Acting Clerk

**1. APOLOGIES FOR ABSENCE**

Cllr N Harvey – work commitment, Cllr J Liddiard - unwell

**2. DECLARATIONS OF INTEREST**

No declarations of interest were received.

*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)**

The Committee considered all the applications received, across the two rounds of applications.

**RESOLVED** that applicants A, B, C, I, J and K would be invited to an interview on Thursday 7<sup>th</sup> January, which would take place at The Paddocks and each applicant would also have an opportunity to spend some time in the office.

**RESOLVED** that the final format of the process would be discussed by the Committee and Clerk on Monday 7<sup>th</sup> December.

**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).**

**RECOMMENDED** that the hours for the Events & Publicity Officer, J Rickards are increased to 37 per week.

The meeting closed at 7.30pm.

CHAIRMAN

18<sup>th</sup> January 2010