

4th August 2009

TO ALL MEMBERS OF THE PERSONNEL COMMITTEE

Cllr D Blackwell
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 10th AUGUST 2009** commencing at **7.00PM** 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
- 3 Public forum - To receive contributions from members of the community of Canvey Island on items on the agenda for a period not exceeding ten minutes

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

- 4 To discuss the completion of the probation period for the Events & Publicity Officer and review the schedule of work (Appendix A)
- 5 To discuss and agree the job description and hours for the role of Town Clerk (Appendix B).