

18<sup>th</sup> 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 24<sup>th</sup> 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 and agree the job description and hours for the role of Town Clerk (Appendix A).
- 5 To receive a report from the Grievance Panel