

28<sup>th</sup> September 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 5<sup>th</sup> OCTOBER 2009** commencing at **7PM** 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 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*

- 3 To consider and agree application forms received for position of Town Clerk and to make the necessary arrangements for interviews (Appendices A – G).
- 4 To review the role of the Assistant to the Clerk and to consider a new job title and appropriate remuneration as per the attached report (Appendix H).