



UPPINGHAM TOWN COUNCIL

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To: Cllrs Dave Ainslie, Lindsay Cooper, Christine Edwards, Sam Findlay and Mark Shaw plus all other members for information.

11th February 2016

Dear Sir/Madam

I HEREBY SUMMON YOU TO A MEETING OF THE STAFFING COMMITTEE which will take place on Wednesday 17th February 2016 at 6.30 pm in the Council Chambers. The agenda of the business to be transacted is detailed below.

Yours faithfully,

Clerk to the Council

AGENDA

1. Attendance register
2. Apologies for absence
3. Declaration of members interests and applications for dispensation
4. To confirm the report of the meeting held on Wednesday 15th October 2015
5. Consider the training for the Clerk over the coming months in 2016:
 - a) Training on end of year processes and reporting on RBS software in readiness for 31st March 2016. One day support is a cost of £399.00 plus VAT plus £0.45p mileage for the trainer. There may be additional one hour online training support needed around year end and this costs £35.00 plus VAT per hour.
 - b) SLCC Regional Conference – Orton Hall, Peterborough cost of £69.00 plus VAT
 - c) Investigating a course on Cemetery Administration via L&RALC – to be confirmed
6. Consider the draft online survey for feedback and performance review of the Town Clerk. Propose that committee members test the process ahead of recommending to Council at the start of April 2016 and review from a second time in March committee.
7. Clerk's Update on Staffing Committee priorities that may inform the 'Visions, aim and Objectives' statement for the Council.