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|  | **UPPINGHAM TOWN COUNCIL** | Town Clerk:  Telephone:  Email:  Website:  Twitter:  Address: | Peter Leppard (acting)  01572 822681  townclerk@uppinghamtowncouncil.gov.uk  uppinghamtowncouncil.gov.uk  @UppinghamTC  Town Hall, High Street East, Uppingham, Rutland LE15 9PY |

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| To: Members of The Staffing Committee |  |

Dear Committee member 23 April 2021

**I SUMMON YOU TO A MEETING OF THE STAFFING COMMITTEE** which will take place on Thursday 29 April 2021 at 5.45pm, online. The agenda of the business to be transacted is detailed below.

**PeterLeppard**

Clerk to the Council

1. Welcome
2. To receive apologies for absence
3. Declarations of interest
4. To confirm minutes of previous meeting (17 March)
5. An opportunity for members of the public to speak (limited to 15 minutes total)
6. To agree a new job specification for the Town Clerk
7. To consider the following resolution: “That, in view of the confidential nature of the following agenda items, the press and public be excluded from the meeting, in accordance with the Public Bodies (Admission to Meetings) Act 1960, section 1.”
8. To agree a new person specification for the Town Clerk
9. To agree an overall process for recruiting the Town Clerk, with milestone dates
10. To consider formation of a working group, to further develop and implement that recruitment process

11.Date of next meeting

*-0-* End *-0-*