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|  | **UPPINGHAM TOWN COUNCIL** | Town Clerk:  Telephone:  Email:  Website:  Twitter:  Address: | Sharon Coe  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

10 December 21

**I SUMMON YOU TO A MEETING OF THE STAFFING COMMITTEE** which will take place on Wednesday 15th December 2021 at 6pm at Uppingham Town Hall. The agenda of the business to be transacted is detailed below.

**Sharon Coe**

Clerk to the Council

1. Welcome
2. To receive apologies for absence
3. Declarations of interest
4. To confirm minutes of previous meeting (22ND June 2021)
5. An opportunity for members of the public to speak (limited to 15 minutes total)
6. To consider the LRALC report on the role of the Town Clerk commissioned December 2020, make any recommendations (if needed) to Full Council.
7. ***To consider the following resolution: “That, in view of the confidential nature of the following agenda item, the press and public be excluded from the meeting, in accordance with the Public Bodies (Admission to Meetings) Act 1960, section 1.”***
8. To review and consider the staffing requirements of the Town Hall and Park, to include existing contracts and job descriptions.

9. To consider ratifying the permanent position of the Town Clerk (if deemed appropriate) following completion of the probationary period. (The Town Clerk will leave during this item)

10. Date of next meeting.