

Uppingham Town Council
Staffing Committee held at the Town Hall on Wednesday 15th June at 6pm

Present: Ron Simpson, Christine Edwards, Mark Shaw, Lindsay Cooper, Sam Findlay
Also present Sharon W Coe – Town Clerk

- SC22/071 **Welcome.**
Cllr Simpson welcomed members to the meeting.
- SC22/072 **To receive apologies for absence.**
No apologies.
- SC22/073 **Declarations of Interest.**
There were none.
- SC22/074 **To confirm minutes of the previous meeting (17th March 2022)**
It was proposed by Cllr Findlay, seconded by Cllr Edwards, and **resolved unanimously.**
- SC22/075 **An opportunity for members of the public to speak. (Limited to 15 minutes total)**
There were none.
- SC22/076 **To consider the following resolution “That in the view of the confidential nature of the of the following agenda item, the press and public be excluded from the meeting, in accordance with the public bodies (admissions to Meetings) Act 1960, Section 1.**
It was proposed by Cllr Edwards, seconded by Cllr Shaw, and **resolved unanimously.**
- SC22/077 **To receive the exit interview for the Assistant Clerk.**
The exit interview was received and reviewed by members. It contained some useful feedback and was a positive experience.
It was proposed by Cllr Edwards, seconded by Cllr Shaw, and resolved unanimously.
- SC22/078 **To discuss and approve the staffing requirements**
The Clerk had previous been mandated to review what was needed by her as Clerk in terms of staffing. The Clerk was thanked for her hard work, and this had enabled the Town Council to go forward. She tabled a draft job description for an Administrative Assistant and requested that we contract a handyperson on a more causal basis. This was approved by members with a slight reword on the job description.
- Recommendations to Council will be
- a) The role and job description be accepted, and that the process of recruiting may begin.
 - b) That a “handyperson” be utilised on a causal as and when basis.
- Proposed Cllr Shaw, Seconded by Cllr Findlay (4 for, 1 abstention)
The meeting closed at 6.33pm.

