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UPPINGHAM TOWN COUNCIL

7th December 2023.

Dear Committee member

**I SUMMON YOU TO A MEETING OF THE STAFFING COMMITTEE** which will take place on Wednesday 13th December 2023 at 6.30 pm at Uppingham Town Hall. The agenda of the business to be transacted is detailed below.

**Sharon Coe**

Clerk to the Council

**AGENDA**

1. Welcome
2. To receive apologies for absence
3. To consider the finalised appraisal documents for the Clerk/Administration Assistant, and any recommendations arising therefrom.
4. To discuss officer/member protocol.
5. To consider initial drafts of a staff handbook.

***Due to the nature of the business to be discussed this committee is closed to the public.***