

UPPINGHAM TOWN COUNCIL

 16 April 2024

Dear Committee member

**I SUMMON YOU TO A MEETING OF THE STAFFING COMMITTEE** which will take place on Monday 22 April at 7pm at Uppingham Town Hall. The agenda of the business to be transacted is detailed below.

**Peter Leppard**

Locum Clerk to the Council

 **AGENDA**

1. To receive apologies for absence
2. To make any Declarations of Interests re items on this agenda
3. To approve the minutes of the Committee’s meeting of 13 Dec 2023
4. To consider a Health & Safety audit report received, and consider any actions necessary
5. To consider a motion that “in view of the confidential nature of the following items, the

 Press and public be excluded from the meeting in accordance with the Public Bodies

 (Admission to Meetings) Act 1960, s1”

1. To consider an incremental salary point for the Administration Assistant
2. To receive oral comments from the authors of correspondence to be considered in item 8.
3. To consider correspondence received from Step In Line and Late-Night Shopping, and make

any appropriate recommendations