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UPPINGHAM TOWN COUNCIL

13th July 2023.

Dear Committee member

**I SUMMON YOU TO A MEETING OF THE STAFFING COMMITTEE** which will take place on Wednesday 19th July 2023 at 6.30pm 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. Declarations of interest
4. To receive minutes of previous meeting 26th October 2023
5. An opportunity for members of the public to speak (limited to 15 minutes total)
6. ***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.***
7. To consider the Terms of Reference of this committee as defined in UTC’s standing orders 1.11.0
8. To consider the strengthening of the staff team.
9. To consider the holiday entitlements of the Clerk/Admin Asst.
10. To consider the appraisal process and set dates including any possible salary implications.
11. To consider training needs and options.