**Uppingham Town Council**

**DRAFT Minutes of Staffing Committee held at the Town Hall on Monday 22 April 2024 at 7pm**

Present: Ron Simpson (Chair), Liz Clarke (ex officio), Lindsay Cooper, Pat Dalby, Christine Edwards, Barry Hobbs, Godfrey Jennings, Tom Johnson, Mark Shaw

Also present Peter Leppard – Locum Town Clerk, and 2 members of the public

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| SC24/01  SC24/02  SC24/03  SC24/04  SC24/05  SC24/06  SC24/07  SC24/08 |  | **To receive apologies for absence**  None  **To make any Declarations of Interest**  Cllrs Shaw and Simpson declared an interest in Uppingham Late Night Shopping through their involvement in Uppingham First. Cllrs Dalby and Jennings declared an interest as marshals for Uppingham Late Night Shopping.  **To approve previous minutes**  It was resolved, after 1 correction to the list of attendees, to approve the draft minutes, as circulated, of the Committee’s 13 December 2023 meeting.  **To review the Health & Safety Audit report from November 2023**  It was resolved that progress towards discharging the action items from the report would now be recorded in each month’s Clerk’s Report, with particular focus for now on the High priority items.  **Exclusion of press and public**  It was proposed 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. An amendment was then proposed that the intended exclusion should not apply to Uppingham town councillors who are not members of this Committee, but the vote on that amendment was lost. The substantive motion was then voted on, and passed.  **Salary of Administration Assistant**  It was resolved to make a recommendation to full Council re the Administration Assistant’s salary.  **Public complaints**  *(In respect of the following two minutes, Cllr Simpson vacated the chair in favour of the Committee’s vice-Chair Cllr Cooper, in view of the interest he had declared.)*  Cllr Cooper reminded members of the need to focus on the complaints made, excluding any other matters which were not included in the complaints.  2 public complainants joined the meeting, separately, to give evidence to the Committee in accordance with the Council’s Complaints Policy, in respect of an incident in December 2023; they each left the meeting after giving their evidence. 1 of the complainants was accompanied at the meeting by a companion.  The Committee resolved to make a recommendation to full Council as to the proposed response to the complaints made.  The Chair closed the meeting at 8.35pm.  Signed …………………………………………………… Date ……..………………. |
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