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| cid:2887E7B4-4235-4453-B7C9-14F4166BF0CB | Longridge Town Council  Council Offices, The Station Building  Berry Lane, Longridge. PR3 3JP  Telephone: **01772 782461**  email: [clerk@longridge-tc.gov.uk](http://h)  website: [www.longridge-tc.gov.uk](http://h) |

**Mission Statement**

Endeavour, through foresight and leadership, to enhance quality of life for Longridge residents and visitors.

Working to enrich facilities and nurture opportunity,

to protect and improve the built and natural environment, and promote community pride.

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Proceedings of meeting held at Station Buildings, Longridge, 19th October 2023.

Present:

Cllr. D Little

Cllr. L Jameson

Cllr. K Spencer

Cllr. N Stubbs

Cllr. K Kaye

Cllr. D Jackson

Cllr. R Walker

Miss J Dibble (Town Clerk)

**Min 0998 Mayor's Welcome**

In the absence Mayor and Deputy Mayor, Cllr. D Little proposed that Cllr. L Jameson Chair the meeting.

Proposer: Cllr. D Little

Seconder: Cllr. R Walker

**Min 0999 To Receive Apologies**

Cllr. R Ray

Cllr. J Rogerson

Cllr. S Rainford

**Min 1000 Declarations of Interests**

NA

**PRIVATE, Part II - Confidential Items**

**Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and defined in Paragraph 1, Part 1 of Schedule 12A to the Local Government Act 1972. It is proposed that, because of the confidential nature of the business to be transacted the press and public are excluded from the forthcoming items of business.**

Cllr. L Jameson submitted a motion for the group to move in to Part II at 10:04

Proposer: Cllr. N Stubbs

Seconder: Cllr. R Walker

Cllr. L Jameson requested that we record a vote of thanks to Cllr. D Little for drafting the Town Clerk job description and Assistant Clerk job description.

**Min 1001 Town Clerk and Responsible Financial Officer**

Council discussed the particulars of the job description and agreed that the incoming Clerk should remain to be contracted to 30hours per week.

It was further agreed that the Clerks probation period would be reduced to 6 months instead of 12 months and the incoming Clerks notice period would be 12 weeks.

The Town Clerk will be paid in line with NALC SCP Pay Scale 19 at £14.48 per hour. On achieving the ILCA qualification, they will be paid at SCP 22 £15.30 per hour and

on achieving the Certificate in Local Council Administration, they will be paid £16.16 per hour.

Council then discussed the revised Town Clerks job description. On review, Council agreed they were happy with the revised job description and were happy for the job description and particulars to go live.

Proposer: Cllr. D Jackson

Seconder: Cllr. K Kaye

Council unanimously voted in favour of the particulars, job description and for the job advert to go live.

Cllr. R Walker thanked the outgoing Clerk for her hard work and commitment over the last 18 months.

**Min 1002 Assistant Town Clerk**

Cllr. R Walker advised that at the last staffing meeting, it was agreed that additional resource is needed to support the Clerk. It was agreed that employing an Assistant Clerk would be good practice and provide resilience during holiday cover and sickness cover.

Council agreed that the Assistant Clerk would be employed for 16 hours per week and salary should be in line with the national minimum wage at £10.42ph. It was agreed that any additional overtime would need to be pre-approved with the Staffing Committee.

The Council then reviewed the draft Assistant Clerk job description and were happy for the job description and particulars to go live.

Proposer: Cllr. K Kaye

Seconder: Cllr. N Stubbs

Council unanimously voted in favour of the particulars, job description and for the job advert to go live.

*Meeting closed 10:16*