



Staffing Committee - Agenda

Members of Longridge Town Council's Staffing Committee are summoned to attend a meeting on Wednesday 28 January 2026 at 18:30 in the Station Buildings, Berry Lane, Longridge.

- 1. Welcome by the Chair**
- 2. To receive apologies.**
- 3. Resignation of Cllr. Walker as Committee Chair and appointment of a new chair.**

Note: The current Vice Chair is Cllr. Rainford. Other members of the Staffing Committee are Cllrs: Eccles, Jackson and Spencer.

- 4. Declarations of interests.**

Councillors are responsible for declaring any personal/prejudicial or disclosable pecuniary interest **pertaining to matters on this agenda**.

If the personal interest is a prejudicial interest or there is a disclosable pecuniary interest, then the individual member should not participate in a discussion or vote on the matter and must withdraw from the meeting and not seek to influence a decision unless a dispensation request has been submitted in writing.

- 5. To consider and approve the minutes of 22 October 2025 meeting.**

- 6. Public participation.**

This 30-minute session (time limit of three minutes per item/per person) provides members of the public an opportunity to indicate interests in an agenda item and put questions to the Committee. Such questions may be answered after the meeting or become an agenda item at future Committee meetings.

ITEMS for INFORMATION/DISCUSSION

- 7. Clerk and Financial Responsible Officer – 2025-26 six-month appraisal.**
Report of the Clerk (enclosed), for members to note the results of the Clerk's six-month appraisal.
- 8. Update on Actions from Previous Meetings.**
Report of the Clerk (enclosed), to update members on actions from recent Staffing Committee and other meetings where staffing matters have been discussed.

9. Consideration of matters not on the agenda.

An opportunity for the Clerk and members to provide updates, raise matters and suggest items for future meetings.

10. Future meetings in 2026.

22 April

22 July

Mike Hill

Clerk and Responsible Financial Officer to Longridge Town Council.

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Mission Statement

Endeavour through foresight and leadership, to enhance quality of life for residents and visitors.
Working to enrich and nurture opportunity to protect and improve the built and natural
environment and improve community pride.





Longridge Town Council

Staffing Committee - Draft Minutes

Date:	22 October 2025		
Place:	Station Buildings, Berry Lane, Longridge.		
Present:	Councillors: R. Walker (Chair), Spencer and Eccles		
In attendance:	Town Clerk		
Meeting started:	18:33	Meeting closed:	18:51

251022/

1. WELCOME BY THE CHAIR.

Cllr. Walker welcomed everyone to the meeting.

2. APOLOGIES FOR ABSENCE.

Apologies for absence were accepted from Cllrs. Jackson and Rainford.

3. DECLARATIONS OF DISCLOSABLE PECUNIARY AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS AND WRITTEN REQUESTS FOR PECUNIARY INTEREST DISPENSATION

None.

4. CONSIDER AND APPROVE THE MINUTES OF 23 JULY 2025 MEETING.

RESOLVED THAT COMMITTEE:

Approve the minutes which were signed by the Chair.

5. PUBLIC PARTICIPATION.

There was no public participation.

6. REVIEW THE TOWN COUNCIL'S GRIEVANCE POLICY

The Clerk submitted a report requesting members to review and approve the Council's Grievance Policy.

RESOLVED THAT COMMITTEE:

- a. Approve the Town Council's Grievance Policy.
- b. Request the Clerk to set up a Training Log for Members.

7. REVIEW THE TOWN COUNCIL'S LONE WORKING POLICY

The Clerk submitted a report requesting members to review and approve the Council's Grievance Policy.

RESOLVED THAT COMMITTEE:

Approve the Town Council's Lone Working Policy.

8. STAFFING BUDGET.

The Clerk submitted a report for members to consider and approve a staffing budget for 2026/27. Members were reminded that once set it would form part of the Finance Committee's precept considerations.

RESOLVED THAT COMMITTEE:

Approve a staffing budget of £56,350.

9. UPDATE ON ACTIONS FROM PREVIOUS MEETINGS.

The Clerk submitted a report updating members on actions from recent Full Council meetings.

RESOLVED THAT COUNCIL:

Note the Report.

10. CONSIDERATIONS OF MATTERS NOT ON THE AGENDA.

No further considerations.

11. FUTURE MEETINGS.

2026: 28 January, 22 April and 22 July.

SIGNED BY CHAIR FOR THE MEETING:

DATE:

A signed copy is on file.

Mission Statement

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Agenda Item 7

For Information



Longridge
Town Council

Meeting:	Staffing Committee
Meeting Date:	28 January 2026
Title:	Town Clerk and RFO – Six-Month Appraisal
Submitted by:	The Town Clerk

1. Purpose of the report.

For members to note the six-month appraisal for the Town Clerk and Responsible Financial Officer (TC/RFO).

2. Background.

Members will recall that at the 23 July 2025 meeting they requested Cllr. Walker to provide the Clerk with a set of Goals and Objectives (Appendix 1) and conduct an interim 6-month appraisal in January 2026.

3. Introduction.

Members will be aware that the TC/RFO is the Council's principal officer and statutory officer, responsible for:

- Advising the Council on law, procedure, and governance.
- Managing the Council's administration and staffing.
- Acting as Responsible Financial Officer under the Local Government Act 1972.
- Ensuring effective financial management, internal control, and risk management.

4. Purpose of Setting Goals and Objectives.

Establishing clear goals and objectives ensures that expectations are transparent, measurable, and aligned with the Council's strategic priorities and statutory obligations.

The goals and objectives issued to the Clerk aim to:

- Support high standards of governance, probity, and professionalism
- Enable effective annual appraisal of the Town Clerk and C/RFO
- Provide clarity on priorities and performance expectations
- Support succession planning and professional development
- Ensure compliance with legislation, audit requirements, and best practice guidance

5. Members are recommended:

- a. To note the report, the Goals and Objectives (Appendix 1) and the results of the Appraisal (Appendix 2).
- b. Set a time-frame for the TC/RFO's next appraisal.

Appendix 1



Longridge
Town Council

Town Clerk and Responsible Financial Officer Six-Month Appraisal - Goals and Objectives.

1. Governance, Compliance and Professional Advice.

Goal:

To ensure the Council operates lawfully, ethically, and in accordance with best practice.

Objectives:

- Provide clear, timely, and accurate professional advice to Members on statutory duties, powers, and procedures including use of social media.
- Ensure compliance with all relevant legislation.
- Maintain and regularly review the Council's governance framework, including: Standing Orders, Financial Regulations, Codes of Conduct and related policies.
- Support the effective operation of Full Council and Committee meetings, ensuring lawful decision-making and accurate records.

2. Financial Management and Responsible Financial Officer Duties.

Goal:

To ensure the Council's finances are managed prudently, transparently, and in accordance with statutory requirements.

Objectives:

- Prepare and monitor the annual budget and precept, providing clear financial advice to Members.
- Maintain accurate and up-to-date financial records and accounts.
- Ensure robust financial controls, risk management, and internal audit arrangements are in place.
- Produce timely financial reports for Council and Committees.
- Ensure compliance with external audit and Annual Governance and Accountability Return (AGAR) requirements.
- Manage banking and reserves in accordance with Council policy.

3. Strategic Leadership and Council Support.

Goal:

To support the Council in delivering its strategic aims and priorities.

Objectives:

- Assist Members in developing, reviewing, and delivering Council strategies, policies, and projects including, the Longridge Loop, Towneley Garden Event Space and the Community Garden.
- Identify opportunities for external funding, grants, and partnerships.
- Support the implementation of Council decisions and monitor progress.
- Provide continuity, institutional knowledge, and professional leadership to the Council.

4. Staffing, Management and Organisational Development.

Goal:

To ensure the Council's staff and contractors are effectively managed, supported, and developed.

Objectives:

- Manage and supervise Council staff and contractors in accordance with employment law and Council policies.
- Support recruitment, induction, appraisal, and training of staff.
- Promote a positive working environment, equality, and wellbeing.
- Ensure staffing structures and working practices remain fit for purpose.
- Advise the Staffing Committee on HR matters as appropriate.

5. Community Engagement and Communications.

Goal:

To support effective communication between the Council, residents, and other agencies and stakeholders providing services and benefits to the residents, workers and visitors to Longridge.

Objectives:

- Ensure timely publication of agendas, minutes, notices, and statutory information.
- Support transparent and accessible communications, including use of the Council website.
- Act as a key point of contact for residents, partners, and external bodies.
- Promote the reputation and role of the Council within the community.
- Support and participate in all Mayoral activities.

6. Assets, Contracts and Project Management

Goal:

To ensure Council assets and projects are managed effectively and deliver value for money.

Objectives:

- Maintain accurate records of Council assets and in line with the AGAR requirements.
- Support the procurement and management of contracts and services.
- Ensure health and safety, risk assessments, and insurance arrangements are maintained.
- Manage or support delivery of Council projects in line with approved budgets and timescales.

7. Continuous Improvement and Professional Development

Goal:

To promote continuous improvement and professional competence.

Objectives:

- Keep up to date with legislative changes and sector best practice.
- Identify opportunities to improve efficiency, governance, and service delivery.
- Support the Council in benchmarking and reviewing its performance.

Monitoring and Review

These goals and objectives are intended to form the basis of the TC/RFO's annual appraisal.

Objectives will be reviewed annually by the Staffing Committee and updated to reflect:

- Council priorities.
- Legislative changes.
- Organisational needs.



Town Clerk and Responsible Financial Officer Six-Month Appraisal - January 2026

Appraisal carried out by Cllr. Walker - Chair of Staffing Committee.

Rating Scale (one tick per section)

Rating Description

- 4 Exceeds expectations
- 3 Meets expectations
- 2 Partially meets expectations
- 1 Does not meet expectations

1. Governance, Compliance and Professional Advice

Score: 4 3 2 1

Comments:

Since starting at LTC Mike has done an excellent Job, not just in his own work but in clearing up mistakes left from previous clerk's.

2. Financial Management and RFO Duties

Score: 4 3 2 1

Comments:

Mikes work is impeccable and i feel has brought the council to a new level.

3. Strategic Leadership and Council Support

Score: 4 3 2 1

Comments:

A wealth of support, sometimes a little too much help, but that falls on us as councillors for not taking the reign when needed.

4. Staffing, Management and Organisational Development

Score: 4 3 2 1

Comments:

Mike is doing a fantastic Job and may it continue.

5. Community Engagement and Communications

Score: 4 3 2 1

Comments:

Again Mike is doing a fantastic Job especially with the website, my only notes would be the social media could be better, I'm aware that it is currently done by 2 councillors but we have an assistant to the Clerk this could be done by Kat?!

6. Assets, Contracts and Project Management

Score: 4 3 2 1

Comments:

Yet again, this is now all up to date following a lot of work by the clerk.

7. Continuous Improvement and Professional Development

Score: 4 3 2 1

Comments:

Not much to say here from myself, Mike just gets on with the Job in hand and keeps up to date with all changes in Legislation.

Overall Performance Assessment

Overall Rating: 4 3 2 1

Summary Comments:

Overall, as chair of staffing i could not be hapier with Mikes work, my only comment would be that he needs to manage his leave, and out of office working.

Signatures

Cllr. Walker

Robert walker

Date: 20/01/2026

Town Clerk / RFO:

M. Hill

Date: 21/01/2026

Agenda Item 8

For Information



Longridge
Town Council

Meeting:	Staffing Committee
Meeting Date:	28 January 2026
Title:	Update on Actions from Recent Meetings.
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To update members on actions from recent Staffing Committee meetings and other meetings with actions relating to staff/contractor matters.

2. Update on Actions from 26/11/2025 - Budget Committee.

Minute 251126/	Action	Who	Update
7c.	Review contracts of the Caretaker and Gardener in regard to re-advertising the positions.	Clerk	Complete

3. Update on Actions from 22/10/2025.

Minute 251022/	Action	Who	Update
6b.	Set up a training log for councillors.	Clerk	Ongoing

4. Update on Actions from 23/07/2025.

Minute 250723/	Action	Who	Update
7b.	Provide Clerk with a set of goals and objectives.	Cllr. Walker	Complete
7c.	Conduct an interim 6-month appraisal in January 2026 as a separate meeting.	Cllr. Walker	Complete
7e.	Add agenda item to the next Budget Committee to consider additional remuneration for the Clerk.	Clerk	Complete
8b.	Draft employment contract, advertise vacancy, purchase additional furniture and equipment.	Clerk	Complete
	Install a shed to create additional office space.		Complete

5. Members are recommended:

To note the report, the ongoing actions and actions not yet completed.