



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

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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

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.