



# Longridge Town Council

## Staffing Committee -Minutes

<b>Date:</b>	22 October 2025		
<b>Place:</b>	Station Buildings, Berry Lane, Longridge.		
<b>Present:</b>	Councillors: R. Walker (Chair), Spencer and Eccles		
<b>In attendance:</b>	Town Clerk		
<b>Meeting started:</b>	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 Lone Working 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 for the Clerk and Deputy Clerk 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:

*S. Rainford*

DATE: 28-01-2026

A signed copy is on file.

