



Longridge Town Council

Staffing Committee – Draft Minutes

Date:	23 July 2025		
Place:	Station Buildings, Berry Lane, Longridge.		
Present:	Councillors: R. Walker (Chair), D. Jackson, Rainford and Spencer		
In attendance:	Town Clerk and Cllr. Eccles		
Meeting started:	18:30	Meeting closed:	19:28

250723/

WELCOME BY THE PREVIOUS CHAIR.

Cllr. Walker welcomed everyone to the meeting.

1. ELECTION OF CHAIR AND VICE-CHAIR

RESOLVED THAT COMMITTEE:

- Elect Cllr. Walker as Committee Chair.
- Elect Cllr. S. Rainford as Committee Vice Chair.
- Nominate Cllr. Eccles as a Committee member.

2. APOLOGIES FOR ABSENCE.

There were no apologies for absence.

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 11 DECEMBER 2024 MEETING.

RESOLVED THAT COMMITTEE:

Approve the minutes which were signed by the Chair.

5. PUBLIC PARTICIPATION.

There was no public participation.

6. ANNUAL REVIEW OF THE STAFFING COMMITTEE'S TERMS OF REFERENCE

The Clerk submitted a report requesting members to review and approve the Committee's Terms of Reference.

RESOLVED THAT COMMITTEE:

Approve the Staffing Committee's Terms of Reference.

7. CLERK AND RESPONSIBLE FINANCIAL OFFICER – ANNUAL PERFORMANCE REVIEW

RESOLVED THAT COMMITTEE:

- a. Thanked the Clerk for his excellent work during the previous 12 months.
- b. Request the Chair to provide the Clerk with a set of goals and objectives.
- c. Will conduct an interim 6-month appraisal in January 2026.
- d. Will conduct the next annual appraisal as a separate meeting.
- e. Request the Clerk to add an agenda item to the next Budget Committee to consider additional remuneration for the Clerk in recognition of his efforts.

8. APPOINTMENT OF AN ADMINISTRATIVE ASSISTANT.

The Clerk submitted a report for members to consider the appointment of an Administrative Assistant/Deputy Clerk to support the Town Clerk and provide the Town Council with a succession path.

RESOLVED THAT COMMITTEE:

- a. Subject to the salary and on-costs being presented to the Budget Committee, approve the appointment of an experienced Administrative Assistant/Deputy Clerk as set out in the report and in the job description.
- b. Request the Clerk to draft an employment contract, advertise the vacancy (not on Indeed), purchase the additional office furniture and equipment and purchase and install a shed to create additional office space.

9. CONSIDERATIONS OF MATTERS NOT ON THE AGENDA.

There were no further matters for consideration.

10. SCHEDULE OF MEETINGS.

2025: 22 October. 2026: 28 January, 22 April and 22 July.

SIGNED BY CHAIR FOR THE MEETING:

DATE:

A signed copy is on file.

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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.