



Longridge Town Council

Staffing Committee - Draft Minutes

Date:	28 January 2026		
Place:	Station Buildings, Berry Lane, Longridge.		
Present:	Councillors: Walker, Eccles, Rainford and Jackson		
In attendance:	Town Clerk		
Meeting started:	18:30	Meeting closed:	19:15

260128/

1. WELCOME BY THE CHAIR.

Cllr. Walker welcomed everyone to the meeting.

2. APOLOGIES FOR ABSENCE.

None.

Absent

Cllr. Spencer (no apology received).

3. RESIGNATION OF CLLR. WALKER AS COMMITTEE CHAIR AND APPOINTMENT OF A NEW CHAIR.

The Clerk reported that Cllr. Walker had resigned as Chair of the Staff Committee with immediate effect.

RESOLVED THAT COMMITTEE:

- a. Accept the resignation of Cllr. Walker as Chair of the Staffing Committee.
- b. Accept the nomination of Cllr. Rainford for the position of Chair. There being no other nominations.
- c. Accept the nomination of Cllr. Walker for the position of Vice Chair. There being no other nominations.
- d. Approve that both appointments take immediate effect.

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

None.

5. CONSIDER AND APPROVE THE MINUTES OF 22 OCTOBER 2025 MEETING.

Subject to a minor change regarding Agenda Item 7, which should read approve the Council's 'Lone Working Policy'.

RESOLVED THAT COMMITTEE:

Approve the minutes which were signed by the Chair.

6. PUBLIC PARTICIPATION.

There was no public participation.

7. PART 2 – CONFIDENTIAL ITEM

RESOLVED THAT COMMITTEE:

Agree that the public and press be excluded from the meeting for the following item of business, namely Staff Appraisal, in accordance with Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 Schedule 12a, as the information relates to a particular employee and publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

RESOLVED THAT COMMITTEE:

- a. Note the outcome of the 6-month staff appraisal.
- b. Request the Chair (Cllr. Rainford) to add specific tasks relating to each of the current objectives for the next appraisal.
- c. Approve that the meeting return to public session.

The meeting returned to public session.

8. UPDATE ON ACTIONS FROM PREVIOUS MEETINGS.

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

RESOLVED THAT COUNCIL:

- a. Note the Report.
- b. Regarding the Lone Working Policy. The Clerk to ensure regular assessments are being carried out and logged.
- c. Regarding the Lone Working Policy and the Equality Act. Consider additional safety measures for people working alone.
- d. Clerk to note conversations with potential applicants for the post of Gardener.
- e. Regarding Minute 251022/6b. Extend the Training Log to include councillor activities and attendance at meetings.

9. CONSIDERATIONS OF MATTERS NOT ON THE AGENDA.

- a. Request the Clerk to address concerns regarding people using the Conference Room alone.
- b. Request the Clerk to take a report the Estates Committee regarding the use of weed killer on Council land.
- c. Request the Clerk to set up a Working Group on the Council use of Social-Media.
- d. Request the Clerk to provide a training matrix for the Deputy Clerk and report to a meeting of the Staffing Committee

10. FUTURE MEETINGS.

2026: 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.
