



Longridge Town Council

Staffing Committee - Agenda

Members of Longridge Town Council's Staffing Committee are summoned to attend a meeting on Wednesday 22 October 2025 at 18:30 in the Station Buildings, Berry Lane, Longridge.

1. Welcome by the Chair

2. To receive apologies.

3. 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.

4. To consider and approve the minutes of 23 July 2025 meeting.

5. 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 DECISION/DISCUSSION

6. Review of the Council's Grievance Policy

For members to review and approve the Council's Grievance Policy (enclosed).

7. Review of the Council's Lone Working Policy.

For members to review and approve the Council's Lone Working Policy.

8. Staffing Budget.

For members to review and approve the Council's Staffing Budget for 2026/27.

ITEMS for INFORMATION/DISCUSSION

9. Update on Actions from Previous Meetings.

Report of the Clerk (enclosed), to update members on actions from recent Staffing Committee meetings.

10. 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.

11. Future meetings.

For members to consider dates for the next and future Staffing Committee meetings.

Mike Hill

Clerk and Responsible Financial Officer to Longridge Town Council.

Longridge Town Council
Council Offices
The Station Building
Berry Lane
Longridge
PR3 3JP



 clerk@longridge-tc.gov.uk
 01772 782461
 07495 473 845
 www.longridge-tc.gov.uk



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.
