



# Longridge Town Council

## Staffing Committee - Agenda

Members of Longridge Town Council's Staffing Committee are summoned to attend a meeting on Wednesday 29 April 2026 at 18:30 in the Station Buildings, Berry Lane, Longridge.

**1. Welcome by the Chair**

**2. To receive apologies for absence.**

**3. Declarations of interests.**

Councillors are responsible for declaring any personal/prejudicial or disclosable pecuniary interest **pertaining to matters on this agenda.**

**4. To consider and approve the minutes of 28 January 2026 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.

### Part 1 OPEN SESSION - ITEMS for DECISION/DISCUSSION

**6. Cover for the Caretaker and Gardener.**

Report of the Clerk (enclosed), for members to consider the appointment of a contractor to provide cover for the current Caretaker and Gardener.

**7. Working Group for the use of Social-Media.**

Report of the Clerk (enclosed), for members to consider the Terms of Reference and membership of the Working Group.

### Part 1 OPEN SESSION - ITEMS for INFORMATION

**8. Deputy Clerk Training and Development Framework.**

Report of the Clerk (enclosed), for members to note and comment on the Framework.

**9. Log of Councillors activities, training and attendance at meetings**

Demo of the Log for members to note and comment on the Log.

**10. Update on Actions from Previous Meetings.**

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

**11. 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.

**12. Future meetings in 2026.**

22 July

**13. Exclusion of press and public.**

To resolve that, in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following item(s) by reason of the confidential nature of the business to be transacted, namely staffing matters relating to a named employee.

**Part 2 - CONFIDENTIAL SESSION - ITEMS for DECISION/DISCUSSION**

**14. Performance review of the Town Clerk and Responsible Financial Officer.**

The Clerk will withdraw from the meeting for this item. The Chair will take notes of the discussion and any recommendations. The Clerk will be invited to return to the meeting to be advised of the outcome and to discuss objectives for the coming year.

*Mike Hill*

*Clerk and Responsible Financial Officer to Longridge Town Council.*