



# Longridge Town Council

## Staffing Committee – Minutes

<b>Date:</b>	11 December 2024		
<b>Place:</b>	Station Buildings, Berry Lane, Longridge.		
<b>Present:</b>	Councillors: R. Walker (Chair), D. Jackson and L. Jameson.		
<b>In attendance:</b>	Cllr. P. Smith and the Town Clerk.		
<b>Meeting started:</b>	18:15	<b>Meeting closed:</b>	18:40

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**1. WELCOME BY THE CHAIR.**

The Chair welcomed everyone to the meeting.

**2. APOLOGIES FOR ABSENCE.**

Apologies for absence were accepted from Cllr. Rainford.

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

None.

**4. PUBLIC PARTICIPATION.**

There was no general public participation.

*Note: Cllr. Smith asked the Chair if he could contribute to Agenda Items 5 and 6. The Chair granted the request and noted that although Cllr. Smith could contribute to the discussions he could not vote on any matter.*

**5. CLERK AND RFO – ANNUAL SALARY REVIEW**

The Clerk submitted a report asking members to note the new pay rates agreed by the National Joint Council for Local Government Services (NJC) and which became applicable from 1 April 2024.

RESOLVED THAT COMMITTEE:

- Agree to increase the Clerk's hourly pay rate to £16.10 in line with the NJC revised pay scales.
- Agree to backdate the increase in pay from July 1, 2024 (the Clerk's start date of employment).

**6. CLERK AND RFO – ADDITIONAL SALARY CONSIDERATIONS.**

Cllr. Walker submitted a report asking members to consider additional salary matters relating to the Clerk. Members were reminded that the Clerk's salary was initially set within pay scales 19-24. With the actual starting scale being based on experience and set at 19.

The report noted that the Council currently pay their contracted employees £20 per hour. Members were also reminded that all contracted employees are managed and supervised by the Clerk.

RESOLVED THAT COMMITTEE:

- Agree to change the Clerk's pay scale to 42-46 and set the scale for 2025/26 at £27.50 per hour.
- Agree to pay the new rate from 1 January 2025.
- Request the Clerk to inform the Council's pay-role service provider of the new arrangements.

**7. APPOINTMENT OF AN ADMINISTRATIVE ASSISTANT.**

Cllr. Walker submitted a report asking members to consider the appointment of an Administrative Assistant to support and deputise for the Town Clerk as required.

The Report noted that it was envisaged the post would be office based, permanent, be offered for 6 hours per week (spread over one or two days) and would report to the Town Clerk.

RESOLVED THAT COMMITTEE:

Request the Clerk to look-into the appointment of an 'Apprentice Clerk' and submit a report to a future meeting of the Staffing Committee.

**8. CONSIDERATIONS OF MATTERS NOT ON THE AGENDA.**

There were no further matters for consideration.

**9. SCHEDULE OF MEETINGS.**





SIGNED BY CHAIR FOR THE MEETING: *R. Walker*

DATE: *23 July 2025*

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.