



# Longridge Town Council

## Staffing Committee - Agenda

Members of Longridge Town Council's Staffing Committee are summoned to attend a meeting on Wednesday 11 December 2024 at 18:15 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. 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 Town Council. Such questions may be answered after the meeting or become an agenda item at a future Town Council meeting.

### ITEMS for DECISION/DISCUSSION

**5. Clerk and RFO - annual salary review.**

Report of the Clerk (enclosed) for members to note the new pay rates agreed by the National Joint Council for Local Government Services (NJC) and applicable from 1 April 2024.

**6. Clerk and RFO – additional salary considerations.**

Report of Cllr. Walker for members to consider additional salary matters.

**7. Administrative Assistant**

Report of the Clerk (enclosed) for members to consider the appointment of an Administrative Assistant to the Town Clerk.

## ITEMS for INFORMATION/DISCUSSION

### 8. 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.

### 9. Future meetings.

For members to consider dates for the next Staffing Committee meeting:

*Mike Hill*

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

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The Station Building  
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Longridge  
Town Council

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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.