



Longridge Town Council

Staffing Committee – Draft Minutes

Date:	16 September 2026		
Place:	Station Buildings, Berry Lane, Longridge.		
Present:	Councillors: Eccles, Wallbank and Cllr. Smith		
In Attendance:	Town Clerk		
Meeting Started:	18.32	Meeting Closed:	19.45

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1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr. Lee Jameson and Cllr. Mark Gornall.

No apologies were received from Cllr. Kieran Spencer.

1A COMMITTEE MEMBERSHIP.

Councillor Jameson indicated a wish to step down from the Staffing Committee.

RESOLVED:

- That a replacement be invited from among the three councillors not currently serving on any committee: Councillor Ray, Councillor Gee, or Councillor Hyde.
- The matter to be taken forward to Full Council.

2. DECLARATIONS OF INTEREST

No declarations of interest were made in relation to items on the agenda.

3. CONSIDER THE MINUTES OF THE PREVIOUS MEETING

Minutes of the meeting held on 22 July 2026 were approved and signed by the Chair.

4. PUBLIC PARTICIPATION.

There was no public participation.

5. DEPUTY CLERK HOURS

The Committee considered a proposal to increase the Deputy Clerk's contracted hours from 6 to 12 hours per week. Kat had confirmed that she wishes to take on the additional hours. Financial implications were noted as an increase of approximately £6,114 per annum.

RESOLVED:

That the Deputy Clerk's contracted hours be increased from 6 to 12 hours per week on the existing permanent contract, to be reviewed after six months; and that the decision be ratified by Full Council.

6. PERFORMANCE REVIEW – TOWN CLERK

The Committee noted that the current appraisal process is not adequate. Objectives had not been evidence-based, and the Town Clerk had not been included in the review.

The following approach was agreed:

- Reviews to be conducted on a financial-year cycle: April (end-year) and October (mid -year).
- Reviews to be evidence-based, with objectives agreed mutually and carried forward
- The Town Clerk to have formal input into the review.
- Criteria to reflect the two distinct roles of Clerk and Responsible Financial Officer (RFO).

Councillor Wallbank agreed to trial Blue-Sky PDR software (a free trial is available). The trial is to be explored before the next meeting.

RESOLVED:

- a. That the performance review process be revised as set out above;
- b. That the Chair draft an assessment/performance review document for consideration at the next meeting;
- c. That Councillor Wallbank explores a trial of Blue-Sky PDR software and report back to the next meeting.

7. NJC PAY AWARD AND BUDGET PLANNING

The Committee noted that the NJC pay award has been agreed at 3.3% for the period 1 April 2026 to 31 March 2027, to be applied retrospectively. The Town Clerk is to notify the payroll services provider.

The staffing budget for 2027/28 is to be prepared ahead of the Staffing Committee meeting on 18 November 2026. The Finance Committee meets shortly thereafter, with Full Council in the first week of December.

The budget is to include updated figures for the Town Clerk and the Deputy Clerk (at 12 hours per week if approved by Full Council). An assumption of approximately 3.5% pay increase is to be built into 2027/28 figures.

RESOLVED:

That the 3.3% NJC award be applied as agreed and notified to payroll; and that the Town Clerk prepare the 2027/28 staffing budget for the meeting of 18 November 2026.

8. UPDATE ON ACTIONS FROM PREVIOUS MEETINGS

The clerk submitted a report updating members on actions arising from recent Staffing Committee meetings.

RESOLVED:

That the report be noted

9. CONSIDERATION OF MATTERS NOT ON THE AGENDA.

None

10. FUTURE MEETINGS IN 2026.

18 November

Signed: **Date:**

Chair of the Staffing Committee

These minutes are a true record of the meeting held on 16 September 2026, subject to approval at the next meeting.