



# Longridge Town Council

## Staffing Committee – Draft Minutes

<b>Date:</b>	29 April 2026		
<b>Place:</b>	Station Buildings, Berry Lane, Longridge.		
<b>Present:</b>	Councillors: Walker, Eccles, Gornall		
<b>In Attendance:</b>	Town Clerk, Deputy Town Clerk		
<b>Meeting Started:</b>	18.32	<b>Meeting Closed</b>	19.45

### 1. WELCOME BY THE CHAIR

Cllr. Walker welcomed everyone to the meeting.

### 2. TO RECEIVE APOLOGIES FOR ABSENCE.

Cllr. Spencer

**Absent:** Cllr Rainford (no apology received)

### 3. DECLARATIONS OF INTERESTS.

None.

### 4. TO CONSIDER AND APPROVE THE MINUTES OF 28 JANUARY 2026 MEETING.

RESOLVED THAT COMMITTEE:

Approve the minutes which were signed by Cllr. Walker.

### 5. PUBLIC PARTICIPATION.

There was no public participation.

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

### 6. COVER FOR THE CARETAKER AND GARDENER.

RESOLVED THAT COMMITTEE:

Request the Clerk to advertise for a contractor to provide cover for the current Lengthsman and Gardener

### 7. WORKING GROUP FOR THE USE OF SOCIAL-MEDIA.

RESOLVED THAT COMMITTEE:

Approve Terms of Reference and membership of the Working Group.

**Part 1 OPEN SESSION - ITEMS for INFORMATION**

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

RESOLVED THAT COMMITTEE:

- a) Note the Report.
- b) Request the Clerk to amend the target levels as suggested.

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

RESOLVED THAT COMMITTEE:

Note the Report.

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

RESOLVED THAT COMMITTEE:

Note the Report.

**11. Consideration of matters not on the agenda**

None.

**12. Future meetings in 2026.**

22 July 2026

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

Agree that 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.

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

RESOLVED THAT COMMITTEE:

Deferred this item to the next meeting