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| cid:2887E7B4-4235-4453-B7C9-14F4166BF0CB | Longridge Town CouncilCouncil Offices, The Station BuildingBerry Lane, Longridge. PR3 3JPTelephone: **01772 782461**email: [clerk@longridge-tc.gov.uk](http://h)website: [www.longridge-tc.gov.uk](http://h) |

**Mission Statement**

Endeavour, through foresight and leadership, to enhance quality of life for Longridge residents and visitors.

Working to enrich facilities and nurture opportunity,

to protect and improve the built and natural environment, and promote community pride.

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Proceedings of Staffing Committee held on 6th April 2023

Present: Cllr. R Walker (Chairman)

Cllr. S Rainford

 Jessica Dibble (Town Clerk)

**Min 06/04/0020 Welcome by Chairman**

At 18:00 Cllr. Robert Walker welcomed everyone to the meeting.

**Min 06/04/0021 Receive Apologies**

Cllr. E Baines

Cllr. L Jameson

**Min 06/04/0022 Declarations of Interests**

None Declared.

**Min 06/04/0023 Terms of Reference**

Cllr. S Rainford proposed we review the Terms of Reference point by point.

The Chairman agreed the same and the Terms of Reference were updated to reflect the relevant changes made.

Clerk is to send the proposed Terms of Reference to Council for ratification.

Proposer: Cllr. S Rainford

Seconder: Cllr. R Walker

**Min 06/04/0024 Lone Working Policy**

Cllr. S Rainford and Cllr. R Walker adopted the same approach and reviewed the Lone Working Policy together at length.

On review, it was noted that the Clerk is to purchase an Accident Book and a First Aid Kit.

Clerk is to send the proposed Lone Working Policy to the Council for ratification.

Proposer: Cllr. R Walker

Seconder: Cllr. S Rainford

**Min 06/04/0025 Caretaker Role**

Committee unanimously agreed to defer this item until its meeting at 7pm on 6th April 2023.

**Min 06/04/0026 Shared Mobile for Work Queries**

Clerk advised that a business mobile was not something we would be able to obtain due to not being a Private Limited Company or a Sole Trader.

Cllr. R Walker advised that the Clerk should seek to purchase a mobile phone up to the value of £150.00 and operate the phone on a sim only deal.

Proposer: Cllr. R Walker

Seconder: Cllr. S Rainford

**Date of Next Meeting – To be confirmed.**