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| cid:2887E7B4-4235-4453-B7C9-14F4166BF0CB | Longridge Town Council  Council Offices, The Station Building  Berry Lane, Longridge, PR3 3JP  Telephone: **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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**AGENDA**

You are hereby summoned to attend Staffing Committee

of Longridge Town Council to be held on

Wednesday 7th June 2023 at 7pm

In the Station Buildings, Berry Lane, Longridge

Jessica Dibble

Town Clerk



1. **Welcome by Chairman**
2. **Appointment of Chairman and Vice Chairman 2023 / 2024**
3. **Receive Apologies**

**4. Declarations of interests & written requests for dispensations pecuniary interest dispensations**

[Note: 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](http://h) the matter and must withdraw from the meeting and not seek to influence a decision unless a dispensation request has been submitted in writing.

**5. Terms of Reference**

**Committee to review and agree** the Terms of Reference.

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**6. Caretaker Role**

**Committee to review** the caretaker role and person specification

**7. Clerk Contracted Hours**

**Committee to review** and discuss the Clerks contracted hours.

**8. Clerk Office Hours**

**Committee to review** and discuss the Clerk’s operational office hours.

**9. Clerks Annual Review**

**Committee to update the Clerk** on her annual review.

**10. Date of Next Meeting**

**To be agreed by committee members and announced on the next agenda.**