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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

Friday 13th October 2023 at 10am

In the Station Buildings, Berry Lane, Longridge

Jessica Dibble

Town Clerk



1. **Welcome by Chairman**
2. **Receive Apologies**

**3. 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.

**4. Clerks Vacancy**

**Committee to discuss and agree** the vacancy and particulars.

**5. Clerks Resource**

**Committee to discuss and propose** additional resources required to aid Clerks workload.

**6. Current Clerks Outstanding Leave Entitlement**

**Committee to discuss and agree** the Clerks holiday severance pay.

**Part 2**

*The public and press are to be excluded from agenda items if items for discussion are either confidential or exempt as defined in Schedule 12 of the Local Gov Act 1972.*

**7. Caretaker Vacancy**

**Committee to discuss and shortlist** the caretaker applications for interview.

**8. Caretaker Interview**

**Committee to agree** a date for interviews to commence.

**9. Date of Next Meeting**

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