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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

Monday 27th February 2023 at 7pm

In the Station Buildings, Berry Lane, Longridge

Jessica Dibble

Town Clerk



1. **To Appoint a Chairman**
2. **Appoint a Vice Chairman**
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.

**6. Lone Working Policy**

**Committee to review and agree** the Lone Working Policy.

**7. Caretaker Role**

1. **Committee to review** the caretaker role and person specification
2. **Committee to propose** a joint meeting date to progress the item with the Estates Committee

**8. Shared Mobile for Work Queries**

**Committee to agree** the procedure of a shared mobilephone.

*This will then be ratified by full council at its next meeting on 8th March 2023.*

**9. Work from Home Request**

**Committee to discuss** the Clerks work from home request on the day of Full Council meetings.

*NB – Only in the event that any other business scheduled for this day takes priority.*

**10. Date of Next Meeting**

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