

LUDGERSHALL TOWN COUNCIL



STAFFING COMMITTEE

Notice is hereby given that a meeting of the above committee will be held on Tuesday 2 December 2025 at 6.30pm, in the Council Offices, 10-12 High Street, Ludgershall, SP11 9PZ.

All members of the Committee are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out here under.

Dated this day 27th August 2025

Signed: V Roper Assistant Clerk

AGENDA

THIS MEETING WILL BE RECORDED

1. *Apologies for absence*

2. *Declaration of interest.* (Members are bound by the provision of the Code of Conduct adopted by Ludgershall Town Council and are required to declare their interest in any matter in which they have a personal interest or a pecuniary interest).

Under the Public Bodies (Admission to Meetings) Act 1960 the following agenda items will be closed to the public due to its confidential nature.

3. *Review of Staff Timesheets*

4. *Absence Reporting & Absence Management*

5. *Performance Reporting & Office Outputs*

6. *HR Policies for Update &/or Review*

7. *Training Requirements*

8. *Agenda Points for Next Meeting*

Date of Next Meeting: Tue 6 Jan 26