

## LUDGERSHALL TOWN COUNCIL



**Minutes of the Staffing meeting held on 4th June 2025 in the Council Offices, 10-12 High Street, Ludgershall, SP11 9PZ at 6pm.**

**Present: Cllrs D Lansley-Smith, P Foresheew, J Swallow & S Garmonsway**

### **AGENDA ITEM**

**001-25/26 1. Election of Chairman** – Cllrs P Foresheew, S Garmonsway & J Swallow all put themselves forward as Chair, there was a quick discussion, and the deciding vote went to Cllr P Foresheew. All agreed that Cllr P Foresheew would be Chair, carried.

**002-25/26 2. Apologies for Absence** – Cllr D Davies. Cllrs RESOLVED to accept these apologies and record under the LGA 1972 Section 99 and Sch 12 para 40.

**003-25/26 3. 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 or a pecuniary interest). None declared.

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

**04-25/26 4. Minutes of the previous meeting held 4<sup>th</sup> April 2025** – accepted and ratified. Actions noted, Clerk to put adopted date on the Drugs & Alcohol policy. **Action Clerk.**

*Clerk left the room*

**05-25/26 5. To discuss office operations** – discussion took place, recommendations for changes and improvements will be shared with the Town Clerk for collaborative implementation.

*Clerk returned*

### **06-25/26 6. Staffing Policies and Procedures**

#### ***a) To confirm what staffing policies and processes are in place and how updates are received***

The Town Clerk shared some policy examples. It was agreed by all that HR or staffing policies would be ratified/approved in Staffing Committee and adopted at Full Council Meetings. Whereas general policies would go to the Finance and Policy Committee (F&P) for approval, prior to adoption at FTC. It was also noted and agreed that the Town Clerk was Line Managed by the Staffing Committee as per the terms of reference and employed collectively by the Council – whereas any other staff are Line Managed by the Town Clerk. It was decided that the database/calendar of the policies & renewals would be presented at the next F&P meeting. Dates TBC.

#### ***b) To discuss access and regular review of timesheets (inc holiday, training, or sickness recording)***

Town Clerk's timesheet was shared. Discussions on the completion method, and the signing of timesheets, agreed something that will remain under review for improvements, and best practise measures. Town Clerk trialling recommended process. Town Clerk produced the holiday, absence tracker staffing were happy with the contents.

**The chair asked the committee if they could suspend Standing Order 3x and continue the meeting past 2 hours, all agreed.**

**07-25/26 7. To update regarding training** Noted the Assistant Clerk has successfully completed the FiLCA course, agreed that congratulations will be shared by the Chair. Noted the Town Clerk is working towards CiLCA completion, support and time offered. Noted and agreed that training requirements would be a part of discussions with staffing, identification and enrolment on any role specific, and progression training to be considered. There was a question about return of paid fees if a member of staff leaves. Contracts to be shared for next meeting. **Clerk to Action.**

**08-25/26 8. Confirm monthly meeting Dates & time** decision delayed matching diaries outside of meeting will confirm at next meeting. **Action Clerk.**

**09-25/26 9. Agenda points for next meeting.** Request for all staff previous performance reviews/reports (annual reports and objectives), request for roles and potential roles to review progress options, and potential future structures.

**There being no further business to discuss the meeting was closed at 8.25.**

Signed.....

Date.....