

LUDGERSHALL TOWN COUNCIL



STAFFING COMMITTEE

Notice is hereby given that an extraordinary meeting of the above committee will be held on Tuesday 3rd February 2026 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 28th January 2026

Signed: *K Allingham*, Town Clerk

AGENDA

THIS MEETING WILL BE RECORDED FOR MINUTING PURPOSES

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).

To Resolve 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. *To Ratify Previous Minutes*
4. *Review of Staff Timesheets*
5. *Outstanding Actions Review*
6. *Performance Reporting – Town Clerk*
7. *Training Activity*
8. *HR Policies for Review & Approval a) Absence Management Policy b) Improving Attendance Policy c) Staff Training Policy d) next policies?*
9. *Locum Reports*
10. *Office Processes Application*
11. *Reporting Updates*
12. *Agenda Points for Next Meeting*

Date of Next Scheduled Meeting: Tue 3rd March 26