

LUDGERSHALL TOWN COUNCIL



STAFFING COMMITTEE MINUTES

Minutes of the Staffing meeting held on 21ST July 2025 in the Council Offices, 10-12 High Street, Ludgershall, SP11 9PZ at 6.30pm.

Present: Cllrs P Foreshow, S Garmonsway & J Swallow

AGENDA ITEM

020-25/26 1. Apologies for absence. Apologies received from Cllrs D Davies & D Lansley-Smith Cllrs RESOLVED to accept these apologies and record under the LGA 1972 Section 99 and Sch 12 para 40.

021-25/26 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). 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.

022-25/26 3. Staff support. Discussions were held regarding offering support to staff. In accordance with the Local Government Act 1972 Section 100A(4), and the Local Government (Access to Information) Act 1985, Schedule 12A, further disclosure is exempted.

023-25/26 4. Agenda points for next meeting. Request for all staff previous performance reviews/reports (annual reports and objectives), requests for training records for all staff, request to review contracts and job descriptions. Discuss timesheets, including implementing a new template. Update of usage of the action's tracker, review of annual leave use, and allocation.

There being no further business to discuss the meeting was closed at 8.14pm.

Date of Next Meeting: Tue 5 Aug 25

Signed.....

Date.....