

LUDGERSHALL TOWN COUNCIL



STAFFING COMMITTEE

Minutes of the Staffing meeting held on Tuesday 3rd March 2026 in the Council Offices, 10-12 High Street, Ludgershall, SP11 9PZ at 6.30pm.

Present: Chair Cllr P Foreshew & Cllrs J Swallow, J Walker, D Lansley- Smith & S Garmonsway

Absent: 0

Staff: Town Clerk K Allingham

AGENDA ITEM

085-25/26 1. Apologies for absence. None needed.

086-25/26 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.

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. Resolved to accept.

087-25/26 3. Previous Minutes. 3rd February 2026 - all resolved to accept these minutes as a true record the Chair signed them. Town Clerk to put on Website, **Town Clerk Action.**

088-25/26 4. Review of Staff Timesheets. Timesheets had been sent to the committee before the meeting short discussion all noted.

089-25/26 5. Outstanding Actions Review. Outstanding actions were reviewed; Cllr P Foreshew will update the action log & her version of policy database and share with the Town Clerk to confirm no missing data. **Cllr P Foreshew will do report to FTC from this meeting.**

090-25/26 6. Performance Reporting. Cllr S Garmonsway reported to the committee the performance reporting check in meetings that had occurred with both staff members (TC sat in). The Clerk updated the committee briefly on her performance check, (this has not been written up by Chair of FTC due to short lead time) All members of staff are making good progress with their objectives but it is to be noted that the time scale is very short this year due to the late starting process. Cllr S Garmonsway to book year end review with VR & CB, TC to book hers with Chair of FTC. **Actions SG & TC**

091-25/26 7. Training Activity – the Town Clerk updated the committee with where staff are, with the new training pack and that she has registered specific webinars for all 3 that are either part of their learning requirements or will enhance their roles. The request for manual handling basics to be shown to staff, Cllrs & Volunteers, is apparently part of the Health & Safety training the Clerk will investigate this as she finishes her H & S one off. **Action TC** Cllr S Garmonsway updated the committee regarding CiLCA – she has spoken to a number of professional's and been told that Ilca to CiLCA is not recommended for the AC because of the stage in her job she is at already. But that the new CiLCA itself is being bedded in at the moment, but that WALC will be starting a new course every 2 months the first one is May. The Committee will not discuss any further until the new term as this is not a part of this year's objectives.

092-25/26 8. HR Policies for Review & Approval *a) Supporting Attendance Policy with Improving Attendance Plan* – this policy was approved to go to FTC for adoption. **Action TC** *b) Staff Training Policy* – defer to next meeting. *c) Employee Handbook* - agreed with a couple of changes Cllr P Foreshew will reissue, this is not a policy so no need for adoption from FTC. Whilst reviewing there was a query re staff & car insurance with business use, **Town Clerk to investigate.** *d) next policies suggestions* - Cllr P Foreshew & The Clerk will check through to see where Ludgershall Town Council is with all the new policies that have been put in place this past year before creating anymore.

The Chair asked the committee to resolve to continue past the 2 hours for a meeting under Standing Order 3x all agreed, no break was needed.

093-25/26 9. Locum Reports. A decision to defer the discussion regarding these reports till next month was made and the committee agreed to amend the date that the locum clerk would finish till 6th March due to unforeseen circumstances.

094-25/26 10. To Discuss Occ. Health Review & Stress Risk Assessments -. A brief discussion re the decisions that came from the Occ. Health review the Clerk now has her new chair and taken on board all items that were mentioned, some of which have already started. For transparency she offered the other staffing members site of her report.

095-25/26 11. Bring your child to work day – Clerk to check with parent/school what the exact rules/regulations are for this exercise and then speak with insurers. A risk assessment will need to be done and specific work to be given to the child, if agreed. **Action Clerk.**

096-25/26 12. To discuss Potential Financial Support & Budget if needed – the committee discussed and agreed that the staffing committee should have a financial budget for any costs that may need to be incurred for external support such as Occ. Health this will save time when time is an issue with staff matters. The committee agreed a budget of £500 and that this be added to their terms of reference. Town Clerk to bring to FTC for vote.

097-25/26 13. Bimonthly Meetings – the committee discussed that future staffing meetings can now reduce to every other month, in the next council year, noting that at the May FTC meeting there will likely be a move around of Cllrs on current committees. This committee will have their final meeting on Tuesday 5th May and have suggested that the new staffing committee once formed, should have a hand over non decision meeting like a working group, later in May.

098-25/26 12. Agenda Points for Next Meeting – to be sent in no later than 7 days prior to the next meeting.

There being no further business to discuss the meeting was closed at 20.50pm.

The next meeting is 7th April 2026.

Signed.....

Date.....