

LUDGERSHALL TOWN COUNCIL



STAFFING COMMITTEE

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

Present: Chair P Foreshew & Cllrs J Swallow, J Walker, D Lansley- Smith (arrived 18.47)

Absent: 0

Staff: Town Clerk K Allingham

AGENDA ITEM

073-25/26 1. Apologies for absence. Cllr S Garmonsway. Cllrs **RESOLVED** to accept these apologies under LGA 1972 Section 99 and Schedule 12, Paragraph 40.

074-25/26 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

075-25/26 3. Previous Minutes. 21st July 25, 5th August 25, 3rd September 25 in quorate, 8th September 25, 7th October 25, 4th November in quorate, 2nd December 25 & 6th January 26 were shared with the staffing committee before the meeting, **all resolved to accept the listed minutes as a true record the Chair signed them.** Town Clerk to put on Website, **Town Clerk Action.**

076-25/26 4. Review of Staff Timesheets. Timesheets had been sent to the committee before the meeting and there were no comments. **Noted.**

077-25/26 5. Outstanding Actions Review. Outstanding actions were reviewed; it was noted that the Town Clerk has managed to complete most of the outdated tasks assigned to her and that Cllr P Foreshew will be looking into hers before the next meeting. The Website Accessibility Policy and Statement were discussed, whereby the Assistant Clerk has run audit tests on Ludgershall Town Council's website and written a new policy/statement, this will be put forward to an F&P meeting or FTC if quicker. The Town Clerk went through the Guide for Assertion 10 and what Ludgershall Town Council is required to have there is only one item that she needs to check with the Small Authorities Proper Practice Panel (SAPPP). Quotes for fleeces were given to the committee £23.50 per fleece inc. embroidery as shown to committee, the other quote was £50 per fleece. The committee agreed to the £23.50 ones and requested Town Council be embroidered under the emblem and that they suggest 6 fleeces (2 each in case of spills). This will now go to FTC 9th February to ratify before ordering. **Cllr P Foreshew to do report to FTC.**

078-25/26 6. Performance Reporting. The Town Clerks performance management report has been actioned but is subject to signing and will be referred to the next staffing meeting. The next review has been booked. **Action Cllr P Foreshew.** Town Clerk to book next review for the staff with Cllr S Garmonsway and herself in attendance. **Action TC.**

079-25/26 7. Training Activity – the Town Clerk updated the committee and requested to add to the already proposed mandatory training, website accessibility training for documents for the Assistant Clerk & Engagement & Services Officer and revision for Town Clerk. Martyn's Law for all and Cllrs is being researched by Cllr M Smith and Cllr J Swallow will investigate an easy format for manual handling basics to be shown to staff, Cllrs & Volunteers. Other requests are training on Legionella for the Assistant Clerk and more risk assessment training for Engagement Officer, once the new training catalogue is passed on, she will see what she can find and let the committee know. **Action TC.** The Assistant Clerk has requested to study for CiLCA, the committee noted they would like her to complete ILCA to CILCA first once the new course is rolled out in the new reporting year.

080-25/26 8. HR Policies for Review & Approval *a) Absence Management Policy* – already adopted in Dec.

b) Improving Attendance Policy – this should read Supporting Attendance Policy with Improving Attendance Plan and will be brought to next staffing meeting. *c) Staff Training Policy* – will be brought to next meeting *d) next policies – Action*, all staffing committee to look to prioritize and review at next meeting. Note that Assistant Clerk has done some excellent efforts on other policies, inc. Lone Working for approval, and Rec hire & policy. **Action Town Clerk** asked to take to FTC Interim in February. **Action Cllr P Foreshew** to send final version to TC.

081-25/26 9. Locum Reports. A brief discussion took place all reports so far have been received by all members of staffing. The committee agreed to a completion date of 28th Feb 26 which means a potential 3 more visits. Two areas have been identified for a visit.

082-25/26 10. Office Processes Application - Cllr Swallow updated the committee with the software application Scribe that will write processes as the staff do them on the P.C. so that these can then be stored and used for the future succession planning. The cost is in \$ at \$23 per month but if booked for a year a 20% discount is given which is \$220.80 or as of today £161.07. The committee voted to book for a year and Cllr P Foreshew will add to report for FTC to ratify on 9th February. **Action Cllr P Foreshew.**

083-25/26 11. Reporting Updates – the committee discussed the actions that have come from Occupation Health report on the Town Clerk. **Actions on Cllr P Foreshew & Town Clerk.**

084-25/26 12. Agenda Points for Next Meeting. As above being brought back & discuss changing to 2 monthly meeting in the new council year.

There being no further business to discuss the meeting was closed at 20.30pm.

The next meeting is 3rd March 2026.

Signed.....

Date.....