

# LUDGERSHALL TOWN COUNCIL



## STAFFING COMMITTEE

Minutes of the Staffing meeting held on Tuesday 7<sup>th</sup> April 2026 in the Council Offices, 10-12 High Street, Ludgershall, SP11 9PZ at 6.30pm.

**Present:** Chair Cllr P Foreshaw & J Walker & S Garmonsway

**Absent:** 0

**Staff:** Town Clerk K Allingham

### AGENDA ITEM

**099-25/26 1. Apologies for absence.** Cllrs J Swallow & D Lansley-Smith, Cllrs RESOLVED to accept these apologies under LGA 1972 Section 99 and Schedule 12, Paragraph 40.

**100-25/26 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.

**101-25/26 3. To Ratify Previous Minutes.** 3<sup>rd</sup> March 2026 - all resolved to accept these minutes as a true record the Chair signed them. Town Clerk to put on Website, **Town Clerk to Action.**

**102-25/26 4. Review of Staff Timesheets.** Timesheets had been sent to the committee before the meeting there was a small discussion, all noted.

**103-25/26 5. Outstanding Actions Review.** Outstanding actions were reviewed; Cllr P Foreshaw and the Town Clerk have updated the policy spreadsheet; a couple of policies were due to be adopted but just need tweaking first. **Cllr P Foreshaw to do.** Discussion regarding using own cars for work and having business insurance. Ludgershall Town Council has always allowed staff and Cllrs to claim mileage at 45p per mile, when they have had to do journeys on behalf of the council i.e. training, conferences, meetings etc. This 45p per mile rate is the UK government's (HMRC) Approved Mileage Allowance Payment (AMAP) for the first 10,000 business miles in a tax year, covering fuel, insurance, repairs, and depreciation for staff using their own vehicle. It applies to business-related trips, not commuting, and is tax-free. Ludgershall Town Council asks for site of insurance and MOT to check all is in order. The Town Clerk had researched and found that an annual cost would be around £30 to £50 for business insurance. If Ludgershall Town Council paid the business use part of the insurance, then HMRC consider it to be a benefit in kind and must be declared by the staff members using a P11D form. Ludgershall Town Council would have to work out a smaller pence per mile for payment to the staff that wanted the insurance paid by Ludgershall Town Council. The committee discussed and decided the best way forward would be not to pay for the insurance separately as this could put a burden on the staff as they would have to declare this annually, it could also affect any items such as Uni loans, pension etc. and it would also mean two different mileage rates. **Action Cllr P Foreshaw** to draft an Expenses Policy, and to notify F&P of its requirement.

**104-25/26 6. Training Activity.** It was noted that the staff are working towards completion of the mandatory training, and other identified training suitable for their roles. It was further noted that there may be difficulties in accessing online delivered training, the Town Clerk will look into what assistance is available to support with any online learning.

**105-25/26 7. Staff Performance, Reporting and Support.** Performance: Cllr S Garmonsway provided a brief update on staff performance. It was noted that all Performance Managers needed to provide reports into the Staffing Committee as per the policy, the LTC Chair had been asked in an email 24 March for an update, nothing provided to date. **Cllr P Foreshaw to** provide blank copies of templates to the staff and Performance Managers in preparation for end of year activity, Cllr Foreshaw will also ensure as part of the

all-staff session on Fri 10 April to provide awareness to the staff on the process, any Councillors are welcome to attend that session to develop their own understanding of the process. Reporting. This item was deferred due to Councillor absence; a written update has been requested. Support. It was noted that there had been two sets of Occupational Health Report recommendations, along with recommendations from the Locum Clerk that need to still be considered or implemented. Cllr Foreshew to take the Hub Office Workstation requirements to April FTC and to share findings with the full Council. Town Clerk to share relevant items with the staff for areas they are administrative leads.. **Cllr P Foreshew and Town Clerk to action.**

**106-25/26 8. HR Policies for Review & Approval** a) **Absence Management Policy** this policy was approved as had minor amendments following changes to Employment Law effective 6 April 2026 to go to FTC for adoption. **Action TC** b) **Redundancy Policy** – defer to next meeting **Cllr Foreshew to action.** c) **Whistle Blower Policy** – noted some elements were captured in extant *Dignity at Work Policy*, policy. The policy was deferred to next meeting, **Cllr Foreshew to action.**

**107-25/26 9. Contract Updates** - The Town Clerks contract was identified as being outdated, with terms, conditions and references to past legislation. An update was presented and discussed. It was noted changes were considered non-material (they did not affect the Clerks employment), or rights. It was agreed that all staff contracts would require an update, using the agreed format as discussed. Cllr S Garmonsway volunteered to lead on the updates. LTC Chair to be advised of processing the Town Clerks updated contract, and Cllr P Foreshew to give formal requisite notice to all staff about the changes, including verbal awareness at the all staff session on Friday 10 April 2026. **Action Cllrs S Garmonsway & P Foreshew.** **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.**

**108-25/26 10. Locum Reports.** Details from the Locum reports were discussed, it was agreed that some actions were required, but noted that the Town Clerk and staff had already made some improvements or completed some necessary actions. Cllr Foreshew to take the full report to the FTC, Town Clerk to advise the staff of potential actions in areas where they are administratively responsible. **Cllr Foreshew and Town Clerk to Action.**

**109-25/26 11. Agenda Points for Next Meeting** – to be sent in no later than 7 days prior to the next meeting. Staffing ToRs, Christmas Eve office closure, rules on staff laptops.

There being no further business to discuss the meeting was closed at 21.07 hrs.

The next meeting is 5<sup>th</sup> May 2026.

Signed.....

Date.....