LUDLOW TOWN COUNCIL
STAFFING COMMITTEE AGENDA

To: All Members of the Council, Unitary Councillors, Press
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Despatch date: 18th November 2026

EXTRAORDINARY STAFFING COMMITTEE

You are summoned to attend an extraordinary meeting of the Staffing Committee at The Guildhall, Mill Street, Ludlow, SY8 1AZ on

TUESDAY 24TH NOVEMBER 2026 at 4.30pm

Gina Wilding

Gina Wilding
Town Clerk

Key Agenda Items:

- Complaints received

The public may speak at this meeting

Public Open Session (15 minutes) – Members of the public are invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern.

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1. HEALTH & SAFETY INFORMATION

Councillors and members of the public are to note that the fire exits can be found to the rear of the building and via the front door. The fire assembly point is on the pavement opposite the Guildhall. For fire safety purposes all Councillors should sign the attendance book and members of the public should sign the attendance sheet.

2. RECORDING OF MEETINGS

Under the Openness of Local Government Regulations 2014, recording and broadcasting including blogging, tweeting and other social media is permitted during public session of Council meetings.

The act of recording and broadcasting must not interfere with the meeting.

The Council understands that some members of the public may not wish to be recorded and asks that they make this known immediately.

3. MEETING PROTOCOL

Members are reminded of the vital importance of mutual respect, professionalism, and full adherence to the Council's Code of Conduct, Standing Orders, and Meeting Protocol.

Councillors and officers have distinct yet complementary roles and work collaboratively in the best interests of the community. Councillors are responsible for setting policy and representing the public, while officers provide impartial advice and are tasked with implementing Council decisions.

During meetings, Members must conduct themselves with decorum, follow the established rules of debate, and respect the authority of the Chair.

Disruptive behaviour, undue pressure on officers, or prioritising personal interests above Council objectives undermines good governance and is contrary to the standards of conduct expected in Council proceedings.

Maintaining integrity, accountability, and a respectful environment is essential to ensuring effective and transparent decision-making.

4. APOLOGIES

To receive Councillor's apologies.

5. DECLARATIONS OF INTEREST

To receive declarations of interests for:

a) Disclosable Pecuniary Interest
b) Declaration of Conflicts of Interest
c) Declarations of Personal Interest

Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate. (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464)

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6. **PUBLIC OPEN SESSION (15 MINUTES)** – Members of the public are invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern. Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 1972 s 100.

Item No.	ITEM	Attachment
7.	**EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**	
	The Chairman will move that the public be excluded from the meeting for the following item(s) of business pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.	**No papers**
8.	**COMPLAINTS RECEIVED**	
	To consider process relating to two complaints received.	**No papers**
	Papers will be sent to the Committee directly from the Chair.	
9.	**APPOINTMENT OF AN INDEPENDENT REVIEWER**	
	To confirm the appointment of an independent reviewer pursuant to council resolution FC/256 of October 8th, 2026.	**No papers**
	Papers will be sent to the Committee directly from the Chair.	
	Attachments for information:	
	Code of Practice for Handling Complaints	
	Disciplinary & Grievance Procedure	

M e m b e r s h i p

Councillors Addis, Argent, Childs, Cowell, Gill, Hepworth, Lyle, Owen (Chair) and Taylor (Vice Chair).

The date of the next Staffing Committee meeting is 17th December 2026

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