

CLOSED SESSION MINUTES

Minutes of a Staffing Meeting held in the Guildhall, Mill Street, Ludlow on **THURSDAY 13TH MARCH 2025** at 9:30 am.

ST/83 HEALTH AND SAFETY

RESOLVED EG/TG (unanimous)

To note the investigation report and remedial actions.

That the standard operating procedure (SOP) for engaging contractors be further updated to ensure that risk assessment and method statements were received at the same time as quotations.

ST/84 STAFF TRAINING

RESOLVED EG/RH (unanimous)

To note staff training information from the previous year.

ST/85 STAFF APPRAISALS

RESOLVED EG/RH (unanimous)

To receive notice of completed staff appraisals in 2024 / 25.

ST/86 RECRUITMENT

RESOLVED EG/BW (unanimous)

To note the amended recruitment documents for the Communications and Marketing Officer position and to approve the interview panel as Cllr Garner, Cllr B. Waite and the Town Clerk.

The meeting closed at 10:00 am.

Chair

Date