

LYMM PARISH COUNCIL

Clerk to the Council: Kerry Duffin
Telephone: 07741 877870
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Address: The Village Hall, Pepper Street
Lymm, WA13 0JB



Members of the Committee you are hereby summoned to attend the meeting of

LYMM PARISH COUNCIL STAFFING COMMITTEE

**Monday March 18th at 10am
in the Council Chambers, Village Hall, Pepper Street
for the purpose of transacting the following business**

AGENDA

- 1. To Receive and Accept Apologies for Absence**
- 2. Code of Conduct – Declaration of Interests**
Members are reminded of their responsibility to declare any personal interest or prejudicial interest that they may have in any item of business on the agenda no later than when the item is reached.
- 3. Approval of last meeting's minutes (Appendix)**
- 4. Update on actions from last meeting**
- 5. Contract Terms**
To agree contract terms for the Clerk and Deputy Clerk using the new NALC contract template (Appendix)
- 6. Personnel Update**
Councillors to receive an update on the staff.
- 7. Social Media Policy review and training**
Make recommendations to amend / approve the policy for ratification at the Full Council Meeting. Policy was circulated previously but re-attached. (Appendix)

Warrington Borough Council date for Councillor Training tbc
- 8. Salary and Pay 2019-20**
To decide on salary scales for staff for 2019-20. NALC recommendations are attached. (Appendix)

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9. Pension Contributions 2019-20

To decide on pension scales for staff for 2019-20. Current pension contributions are attached. (Appendix)

10. Staff and Councillor Training

- a. To request a budget for Emergency First Aid, Fire Safety Training (including bomb awareness) and Health and Safety Awareness for all staff and relevant councillors - £1500 – with an option to earn income from the training sessions
- b. To agree to a timeline for Clerk and Deputy Clerk Training, along with a budget for training costs and associated literature
- c. Clerk to update on recent training and mentoring taken place

11. Next Meeting

Date and time to be confirmed.

KDuffin

Kerry Duffin
Clerk to the Council