

# LYMM PARISH COUNCIL

Clerk to the Council : Kerry Duffin

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Lymm Village Hall, Pepper Street, WA13 0JB



## Minutes of the LYMM PARISH COUNCIL STAFFING COMMITTEE Meeting on Monday December 10<sup>th</sup> at 2.30pm in the Council Chambers, Village Hall, Pepper Street

Cllrs:           \*       Cllr K Buckley (Chair)  
                  \*       Cllr I Marks  
                  \*       Cllr A Cooper  
                  \*       Cllr G Hawley

Also present: Kerry Duffin (Clerk)

### Part 2

**1. No apologies were received**

**2. Code of Conduct – Declaration of Interests**

Members were reminded of their responsibility to declare any personal interest or prejudicial interest that they may have had in any item of business on the agenda no later than when the item was reached.

**3. Review terms of reference**

Several changes were made to the Terms of Reference document including the addition of a cycle of reviews and updates to policies and procedures including an annual update of the Employee Handbook by WBC.

**4. Environment warden role**

All members agreed to increase Dave Chaddock's hours by 3 per week with immediate effect, with every second week working on Sunday morning to include litter picking in the village. Before and after photos to be taken of all work by Dave Chaddock and all environment workers to build a visual profile of the village and the work the Parish Council undertakes. Clerk to discuss other Sundays with Keep Lymm Kleen volunteers.

**5. Time sheets / task sheets**

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Members agreed to amend the timesheets to task sheets for environment staff to log workers activity to support the narrative of the images of before and after work.

Wendy Booth will use a timesheet going forwards to manage her time.

## **6. Village hall admin role**

Members all agreed to pay Wendy Booth additional hours for delivering the Artisan Xmas Fair and the Grower's Day as a one-off extra. Future events in the hall will be looked at separately.

## **7. Clerk and Deputy Clerk Job Descriptions**

Members were made aware of the need to update the current standard Job Descriptions to be made more detailed and relevant to each staff member, clarifying roles and responsibilities particularly relating to the Clerk and Deputy Clerk. This includes responsibilities for the village hall safety, allotment management etc. The JDs will be reviewed in the March meeting.

Clerk to explore why NALC/SLCC have a one month notice period for the Clerk's role. LPC would like to increase this to 3 months if possible.

## **8. AOB**

Discussion about how to inform Dave Chaddock of his additional hours. The Clerk and the Environment Manager will do this together. Increased hours with effect from January.

Meeting closed at 3.40pm.