

LYMM PARISH COUNCIL

Clerk to the Council: Kerry Duffin
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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 to be held on

**Tuesday May 28th 2019 at 12.30pm
in the Council Chambers, Village Hall, Pepper Street
for the purpose of transacting the following business**

AGENDA

- 1. Welcome and Introductions**
- 2. To Receive and Accept Apologies for Absence**
- 3. 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.
- 4. Approval of last meeting's minutes (Appendix)**
- 5. Update on actions from last meeting (Appendix)**
- 6. Councillors to receive an update on current Staffing and any associated issues**
- 7. Councillors to receive a Recruitment Update and agree a Plan**
Councillors to receive an update on the active staff recruitment drive and agree dates for shortlisting, interview and interview panel.
- 8. Recruitment of Village Hall Keyholder (Appendix)**
To make a decision on a replacement plan to recruit for the village hall, considering the Job Description, Person Specification and adverts put forward.
- 9. Clerk Hours and Annual Leave**
Consider how to resolve the holiday and LIEU hours that have accumulated since being appointed as Clerk.

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10. Standing Orders and Financial Regulations

The newly approved documents are to be reviewed at the next meeting considering deadlines and actions for the Staffing Committee.

11. Next Meeting

Date and time to be confirmed.

KDuffin

Kerry Duffin
Clerk to the Council