

# LYMM PARISH COUNCIL

Clerk to the Council: Kerry Duffin  
Telephone: 07741 877870  
Email: clerk@lymmparishcouncil.gov.uk  
Address: The Village Hall, Pepper Street  
Lymm, WA13 0JB



## Minutes of the

### LYMM PARISH COUNCIL STAFFING COMMITTEE held on

**Tuesday May 28<sup>th</sup> 2019 at 12.30pm**  
**in the Council Chambers, Village Hall, Pepper Street**

#### In attendance:

- \* Cllr K Buckley (Chair)
- \* Cllr I Marks
- \* Cllr A Fradgley
- \* Cllr A Cooper

**Also in attendance:** Kerry Duffin, Clerk to the Council

#### 1. Welcome and Introductions

#### 2. To Receive and Accept Apologies for Absence

All Councillors were present.

#### 3. 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.

#### 4. Approval of last meeting's minutes

The minutes of the meeting on March 18<sup>th</sup> 2019 were **RESOLVED** as accurate.

#### 5. Update on actions from last meeting

Carry forward actions include:

- Email addresses for Councillors
- Social Media training date
- Fire Safety training date
- First Aid training date
- Health and Safety training

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## 6. Update on Staffing and any associated issues

Councillors received an update on staffing.

Annual Appraisals to be picked up with the Clerk and the Chair of the Staffing Committee in July.

Full Council to be asked for training needs at the next meeting.

Lymm Festival to offer team building tickets for an appropriate listing at the festival. Clerk to look for a suitable event.

## 7. Recruitment Update and Plan – Assistant Clerk

Councillors agreed a timescale and process for the Assistant Clerk post.

Shortlisting by June 14<sup>th</sup>

Inform Clerk on 17<sup>th</sup> for letters and invites to be sent

Interviews on 24<sup>th</sup>

## 8. Recruitment of Village Hall Keyholder

The Job Description, Person Specification and adverts put forward were discussed with some minor changes. The post to be advertised as soon as possible on social media, the village notice boards and with Warrington Borough Council.

## 9. Clerk Hours and Annual Leave

The Clerk's holiday and LIEU hours that have accumulated since being appointed as Clerk have been recommended to be bought back. Approval to be sought at the next Full Council meeting with a full costing.

## 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

24<sup>th</sup> June following interviews.

**Meeting ended at 1.55pm**