

# LYMM PARISH COUNCIL

**Clerk to the Council:** Kerry Duffin  
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Lymm WA13 0JB



## MINUTES OF THE STAFFING COMMITTEE

held on Tuesday 8<sup>th</sup> October 2019 at 5.30pm  
in The Village Hall, Pepper Street, Lymm WA13 0JB  
for the purpose of transacting the following business

**In Attendance:** \* Cllr K Buckley  
\* Cllr I Marks  
\* Cllr A Cooper  
\* Cllr A Fradgley

**Also present:** Kerry Duffin (Clerk)

### 1. Welcome, Introductions and Housekeeping

The meeting was opened by the Chair, Cllr Buckley, at 5.45pm

### 2. To Accept Apologies for Absence

Apologies were received from Cllr Cooper.

### 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. Village Hall Keyholders

**RESOLVED:** The committee confirmed the appointment of two keyholders on a job share basis, employed on a permanent basis subject to a satisfactory probationary period. The committee confirmed that keyholders are required in addition to an upgraded door entry system.

### 5. Village Hall Admin Assistant

**RESOLVED:** A temporary approval was given for an additional 4 hours per week for a trial period of 6 months. Looking at timesheets to see where the increased hours had accumulated, it was agreed that alongside the additional hours, a review of the systems and procedures for the Admin Assistant needs to be carried out. A review will take place in the March Staffing meeting.

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## 6. Clerk Hours

**RESOLVED:** Following the recent changes in staffing and personnel, the Clerk will continue on 30 hours a week until February 2020, when a review of staffing roles and responsibilities will be undertaken and a proposal for staffing roles and hours will be made for 2020-21.

## 7. Update on Recent Appraisals and Probationary Meetings

Council was updated on the recent appraisals and probationary meeting. All staff have been set objectives and will be monitored at the subsequent meetings. One staff member is still to receive an annual appraisal.

Next agenda: Policy reviews to be initiated at each future meeting.

The meeting closed at 6.15pm