

# LYMM PARISH COUNCIL

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



## MINUTES OF THE STAFFING COMMITTEE held on Thursday 26<sup>th</sup> November 2020 by Zoom

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

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

### 28. Welcome, Introductions and Housekeeping

The meeting opened at 5.30pm and all were welcomed and introduced.

### 29. Apologies

No apologies were given.

### 30. Code of Conduct – Declaration of Interests

Members were 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.

### 31. Follow up from previous meeting and actions

All actions have either been completed or appear later on this agenda.

### 32. HR follow up

An update was made following the last Full Council meeting and the current situation. Clerk to contact WBC HR for advice on next steps and options regarding appraisals.

### 33. Environment Warden Post

New postholder starts on 9<sup>th</sup> December 2020. Full induction plan in place. H&S training for all staff to be booked. Seasonal plan to be put in place in early January and shared with Staffing Committee.

**RECOMMENDATION:** Budget of up to £200 for PPE and uniform for new postholder.

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**ACTION:** Clerk to investigate mobile phone allowance for postholder utilising personal phone.

## 34. Staff hours & leave

Council discussed current TOIL hours / leave remaining.

**RECOMMENDATION:** Clerk to re remunerated for TOIL hours built up during 2020 at normal hourly rate.

**ACTION:** Hours for 2020/1 to be reviewed and hours for 2021/2 to be reviewed in February Staffing Committee.

## 35. Staffing 2020-21

- a. Staffing levels to be discussed at February meeting.
- b. **RECOMMENDATION** that Lymm Parish Council becomes a Real Living Wage employer, which would increase the current (full) annual wage bill by £1946.88

## 36. Staff Appraisals

Chairman to appraise Clerk, Clerk and Staffing Chair to appraise all other staff in the autumn. Clerk appraisal to be conducted on November 30<sup>th</sup> with the dates for all other staff being set once the Lockdown measures are lifted and the meetings can take place face to face.

**ACTION:** Appraisal dates to be set for all staff.

**RECOMMENDATION:** Staff Xmas gifts be increased to £25 per person this year from Chairman's Allowance – a budget of £200 - due to not being able to physically meet.

## 37. Recruitment Policy

Some amendments were made to the policy with the **RECOMMENDATION** that the policy be approved and adopted at the December Full Council meeting.

## 38. Date of next meeting

3<sup>rd</sup> February 2021, 6.30pm

The meeting closed at 6.45pm