

# 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 23<sup>rd</sup> February 2021 by Zoom

**In Attendance:**

- \* Cllr K Buckley (Chairman)
- \* Cllr I Marks
- \* Cllr A Cooper
- \* Cllr G Hawley

Kerry Duffin (Clerk)

### 57. Welcome, Introductions and Housekeeping

The meeting opened at 2pm.

### 58. Apologies

No apologies were received.

### 59. 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.

### 60. Environment Warden

The Environment Manager has requested a deferral of further recruitment until COVID regulations allow safe travel in the van.

**RECOMMENDATION:** Up to 8 hours overtime per week between the current team until June 2021 when the new Council can make a decision on recruitment to the vacant post and COVID conditions will have eased. The Environment Manager can also consider any particular skills that he would recommend a new post holder should hold. **Clerk to discuss hours with Environment Team and add to Full Council Agenda.**

### 61. Staffing Matters

Current staff member on furlough returns on 1<sup>st</sup> March 2021. Next staffing Committee is 10<sup>th</sup> March 2021 at 10am subject to availability of HR support. **Add as Part 2 item at next Full Council meeting.**

### 62. WBC HR Agreement

**RECOMMENDATION:** That the HR document detailing costs and a way of working is approved at Full Council.

### 63. Appraisals Update

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Awaiting return of furloughed staff member and a calming of COVID restrictions to meet.

## **64. Staffing Figures for 2021-22**

Staffing hours for 2021-22 will be discussed at the next meeting along with a revised set of JDs and presented to Full Council in April. **Clerk to discuss her post and hours with Jackie Weaver in advance of the next Staffing Committee.**

## **65. Matters Arising not covered elsewhere on the agenda**

All LPC equipment has been collected from the former Environment Warden.

## **66. Items for the next agenda**

HR discussion with WBC present  
Follow up to furlough with timescales and who to be involved  
Staff hours 2021-22 and payscales

## **67. Next Meeting Date**

10<sup>th</sup> March 2021 at 10am

The meeting closed at 3.10pm