

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 Staffing Committee you are hereby summoned to attend the meeting of

**LYMM PARISH COUNCIL STAFFING COMMITTEE
on 6th July 2021 at 6pm in the Village Hall**

AGENDA

- 1. Welcome, Introductions and Housekeeping**
- 2. To 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 Previous Meeting's Minutes**
The minutes from the meeting on 2nd June 2021.
- 5. Review of Previous Meeting's Actions**

RECOMMENDATIONS:

June Full Council

1. That the Village Hall admin assistant be part furloughed and part return to work (50/50) from June 10th 2021 on a month by month basis on 100% pay.
2. Approval of up to £1000 budget for WBC HR support and advice.
3. Delegation of the decision regarding how and when the hall will reopen post COVID to the Resources Committee.
4. Delegation of recruitment to Environment Warden post to Staffing Committee including salary, van use costs, training and equipment budget.

July Full Council

5. Village Hall business case document based on hall reopening decision.
6. Staffing / Recruitment plan with alternative Job Description and Person Specification to be tabled with potential costs.

ACTIONS:

1. Resources Committee – village hall reopening plan.
2. Prepare a Village Hall business case for the July Full Council meeting.

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3. Prepare the potential new post and JD/PS.
4. Contact WBC to attend the next Staffing Committee meeting.
5. Prepare the Environment Warden post documents in conjunction with WBC.

6. **HR Update**
A WBC HR officer will attend the meeting virtually to discuss the ongoing issues.

7. **Recruitment of Environment Warden**
Committee to discuss the documents for the post for taking to July Full Council and then starting the recruitment process.

8. **Lymm Dam Toilets**
Documents for roles, responsibilities, risk assessments and daily rate for Emergency Contact to be approved for recommendation.

9. **Staff Overtime Hours**
Overtime hours for the Clerk, Environment Manager and Environment Warden to be approved.

10. **Pay Policy**
Draft Policy for discussion.

11. **Volunteer Policy**
Draft Policy and documents for Keep Lymm Kleen and other Parish Council volunteers to be discussed.

12. **Matters Arising not Covered on the Agenda**

13. **Next meeting date**

KDuffin

Kerry Duffin
Clerk to the Council & Responsible Financial Officer