

# LYMM PARISH COUNCIL

**Clerk to the Council:** Kerry Duffin  
**Telephone:** 07741 877870  
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**Address:** The Village Hall, Pepper Street  
Lymm WA13 0JB



## MINUTES OF THE STAFFING COMMITTEE held on 10<sup>th</sup> March 2021 by Teams

**In Attendance:**

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

**Also in attendance:** Kerry Duffin (Clerk)  
Amanda Hopwood (Warrington Borough Council)

### 68. Welcome, Introductions and Housekeeping

The meeting opened at 10am.

### 69. Apologies

Apologies were received from Cllr Cooper.

### 70. 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.

### 71. HR Discussion with WBC

Discussions took place regarding the options

**RESOLVED:** That a staff member be furloughed for another 3 months due to a severe reduction in workload with the option of review if the situation changes towards the end of this period of time. This ties in with the road map deadline of June 21<sup>st</sup>. Staff member to be paid 100% of salary during furlough.

**RESOLVED:** Various documents to be drafted/updated and taken to Full Council including Future Business Case for the Village Hall, Pay Policy and the current Redundancy Procedure to be slightly updated to include following ACAS procedures.

### 72. Committee Terms of Reference

Document to be updated and presented to Full Council for discussion and consideration of ratification.

### 73. Staffing Figures

**RECOMMENDATION:** That the Clerk hours be increased to 30 hours a week from April 1<sup>st</sup> 2021 with overtime to be paid when necessary. All other staffing hours to remain the same on the salary / pay levels already agreed.

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## **74. Matters Arising not covered on the agenda**

Nothing further raised.

## **75. Next Meeting Date**

No future meeting date was set.

The meeting closed at 11.20am