

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 12th August 2021
in the Village Hall, Pepper Street, Lymm WA13 0JB

In Attendance: * Cllr K Buckley (Chairman)
* Cllr B Barr
* Cllr I Marks
* Cllr S Sharma

Also in attendance: Kerry Duffin (Clerk)

11. Welcome, Introductions and Housekeeping

The meeting opened at 7.35pm.

12. Apologies

All Councillors were present. No apologies were received.

13. 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.

14. Approval of previous meeting's minutes

The minutes from 2nd June 2021 were **RESOLVED** as an accurate record.

15. Review of previous meeting's actions

1. Resources Committee – village hall reopening plan. **DONE**
2. Prepare a Village Hall business case for the July Full Council meeting.
PENDING SEPT RESOURCES COMMITTEE
3. Prepare the potential new post and JD/PS. **DONE**
4. Contact WBC to attend the next Staffing Committee meeting. **DONE**
5. Prepare the Environment Warden post documents in conjunction with WBC. **DONE**

16. HR Update

Committee was joined by Amanda Hopwood from WBC.
Confidential notes in report Staffing Committee HR Update 12.8.21.

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17. Pay Policy

Committee discussed the policy and with a few minor changes with the **RECOMMENDATION** of ratification at Full Council.

WBC HR advisor left the meeting at this point. 8.15pm

18. Volunteer Policy

The policy document was discussed along with the need to update the necessary volunteer registration paperwork with all the Parish Council volunteers. Insurance was discussed, which is valid on the current policy as long as all volunteers are:

- a. Registered
- b. Risk assessed
- c. Trained / qualified to undertake the relevant work

Committee has the **RECOMMENDATION** that the policy is put forward for ratification at Full Council in September.

19. Matters Arising not covered on the agenda

- a. Dates for shortlisting and interviews were set
- b. A previous employee's behaviour toward Councillors and staff was discussed.

20. Next Meeting Date

15th September 2021 at 7.30pm.

The meeting closed at 9.10pm