

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 2ND June 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)

1. Welcome, Introductions and Housekeeping

The meeting opened at 6pm.

2. Apologies

Apologies were received from Cllr Sharma.

3. 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.

4. Approval of previous meeting's minutes

The minutes were **RESOLVED** as an accurate record.

5. Committee Terms of Reference

The approved document was discussed.

6. Review of previous meeting's actions

Actions were discussed in the other agenda items.

7. HR Update

A discussion took place with various recommendations being suggested for Full Council approval.

8. Recruitment of Environment Warden

Committee discussed recruiting to fill the vacant post with recommendations to be taken to Full Council.

Timeline:

June

July Full Council meeting

Discuss post with Tim Baker / WBC

Confirm the post and the JD/PS/ costs

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Mid to late July	Advertise post
September	Interview
October	Start date

9. Matters Arising not covered on the agenda

Nothing further raised.

10. Next Meeting Date

6th July 2021 at 6pm.

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.
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.

The meeting closed at 6.55pm