

# LYMM PARISH COUNCIL

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**Members of the Staffing Committee you are hereby summoned to attend the meeting of  
LYMM PARISH COUNCIL STAFFING COMMITTEE  
on 29<sup>th</sup> March 2022 at 6pm in the Village Hall Council Chamber**

## 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 7<sup>th</sup> February 2022.
- 5. Review of previous meeting's actions**
- 6. HR update**  
Council to receive an update on the recent staffing issue.
- 7. Pay scales 2022-23\*\***  
Council to approve all staff moving to the next level on the pay scales from April 1<sup>st</sup> 2022.
- 8. Appraisals**  
Staff appraisals are due. Clerk to carry out the team's once the Chairman has appraised the Clerk. Timescale to be agreed.
- 9. Annual leave and overtime 2021-22**  
Updated leave and hours to be discussed with recommendations for action. Details to be tabled at the meeting.
- 10. Next meeting date**

*KDuffin*

**Kerry Duffin**  
**Clerk to the Council & Responsible Financial Officer**