

Minutes of the STAFFING COMMITTEE meeting of LYMM PARISH COUNCIL held on Wednesday 4th October 2023 at 7.30pm in Lymm Village Hall

In attendance: * Cllr Barr (Chair)
 * Cllr Marks
 * Cllr Rurlander
 * Cllr Sharma

 * Denotes attendance

Also in attendance: Kerry Duffin, Clerk to the Council

S1. Welcome and Introductions

The meeting opened at 7.30pm.

S2. Apologies for Absence

All councillors were in attendance.

S3. Declaration of Interests

Members were reminded of their responsibility to declare any personal interest or prejudicial interest they may have had in any item of business on the agenda no later than when the item was reached.

S4. Code of Conduct

Members were reminded of their responsibility to follow the Code of Conduct.

S5. Public Open Forum

No members of the public were present.

S6. Approval of Previous Meeting's Minutes

RESOLVED: Minutes of the meeting on 5th May 2023 were approved as an accurate representation and signed by the Chair.

S7. Staffing Update

The Clerk provided a report "Staffing Committee, Staff Update October 2023". A recruitment timetable was discussed and dates will be confirmed at the next meeting.

RECOMMENDATION: That the Admin Assistant is paid for working an additional 7.5 hours a week until the end of January.

RECOMMENDATION: That the finance consultant – Heatley Accounting - is paid £30 per hour for 5 hours a month until a new Assistant Clerk has been appointed.

RECOMMENDATION: That the office at the library is hired as an office space on an annual basis until there is an appropriate office space at the hall at a cost of £500 per calendar month.

S8. Annual leave and hours

Committee received an update including remaining annual leave allowances and overtime.

RECOMMENDATION: Clerk is paid for 100 hours overtime accrued due to Oughtrington Community Centre Trustee in spring and Clerk's training commitments. Further overtime will be accrued and presented to Full Council quarterly.

Officer capacity must be looked at in relation to new projects, as well as training needs, budgetary considerations and other required resources.

The handbook and policies will be reviewed for sick leave.

S9. Training Update

Staff training was included in the report "Staffing Committee, Staff Update October 2023".

The Clerk will continue to work towards the CiLCA qualification in the New Year, to be completed by the end of the calendar year.

S10. Policy Update

Draft policies were amended slightly and then RECOMMENDED for:

- Equality and Diversity
- Home Working
- Pay
- Recruitment
- Training.

S11. Next meeting date

Pending availability.