

Minutes of the STAFFING COMMITTEE meeting of LYMM PARISH COUNCIL held on Thursday 22nd February 2024 at 6pm 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

S34 Welcome , introductions and housekeeping

The meeting opened at 6pm.

S35 Apologies for Absence

All Councillors were in attendance.

S36 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.

S37 Code of Conduct

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

S38 Public Open Forum

No members of the public were present.

S39 Approval of Previous Meeting's Minutes

RESOLVED: Minutes of the meeting on 10th January 2024 were approved as an accurate representation and signed by the Chair.

S40 Update on actions from the previous meeting

All actions have been completed.

S41 Recruitment of Environment Warden

RESOLVED: The documents and a timeline for recruitment were set.

S42 Recruitment of Village Hall Keyholder

RESOLVED: The documents and a timeline for recruitment were set for 4 hours a week.

RECOMMENDATION: Amend the role to 4 hours a week, not 7 hours a fortnight.

S43 Environment Assistant and Village Hall Keyholder posts

This will be added to the February Full Council agenda for delegation to Staffing Committee.

S44 Staffing Update

Updates were made on other staff. A welfare check will continue to be made on a staff member.

S45 Update on any items not on the agenda

Some training has been completed by the Assistant Clerk and Admin Assistant. The Clerk will register for CiLCA.

S46 Items for the next agenda

Ill health insurance.

S47 Next meeting date

29th April 2024, 6pm.

Actions:

MINUTE NUMBER	ACTION	WHO RESPONSIBLE
S41	Update application pack for Environment Warden and start the recruitment process	Clerk
S42	Update application pack for Village Hall Keyholder and start the recruitment process	Clerk
S43	Continue welfare checks	Clerk
S45	Register for CiCLA training	Clerk