

Minutes of the STAFFING COMMITTEE meeting of LYMM PARISH COUNCIL held on Tuesday 24th October 2023 at 7pm 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

S12. Welcome and Introductions

The meeting opened at 7.30pm.

S13. Apologies for Absence

Councillor Marks sent apologies.

S14. 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.

S15. Code of Conduct

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

S16. Public Open Forum

No members of the public were present.

S17. Approval of Previous Meeting's Minutes

RESOLVED: Minutes of the meeting on 4th October 2023 were approved as an accurate representation and signed by the Chair.

S18. Staffing Update

Assistant Clerk

RESOLVED: The job description, person specification and pay scale were agreed, along with the advert and a timeline for recruitment.

The advert will be made live on October 30th with a deadline for applications of November 17th.

RESOLVED: Budget of £100 to be used to advertise the post.

Other staff

Other updates were made about the Environment Team and Village Hall keyholders.

S19. Next steps

A timetable was agreed for recruitment, in accordance with Staffing Committee Terms of Reference and the Recruitment Policy.

- S20. Next meeting date**
7 December 2023. Time tbc.