

**Minutes of the STAFFING COMMITTEE meeting of LYMM PARISH COUNCIL held on Thursday 22<sup>nd</sup> 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 10<sup>th</sup> 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**

29<sup>th</sup> April 2024, 6pm.

**Actions:**

<b>MINUTE NUMBER</b>	<b>ACTION</b>	<b>WHO RESPONSIBLE</b>
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