

Minutes of the STAFFING COMMITTEE meeting of LYMM PARISH COUNCIL held on Monday 29th April 2024 at 4.30pm 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

S48 Welcome , introductions and housekeeping

The meeting opened at 4.30pm.

S49 Apologies for Absence

All Councillors were in attendance.

S50 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.

S51 Code of Conduct

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

S52 Public Open Forum

No members of the public were present.

S53 Approval of Previous Meeting's Minutes

RESOLVED: Minutes of the meeting on 22nd February 2024 were approved as an accurate representation and signed by the Chair.

S54 Update on actions from the previous meeting

MINUTE NUMBER	ACTION	WHO RESPONSIBLE	UPDATE
S41	Update application pack for Environment Warden and start the recruitment process	Clerk	Completed. Remove.
S42	Update application pack for Village Hall Keyholder and start the recruitment process	Clerk	Completed. Remove.
S43	Continue welfare checks	Clerk	
S45	Register for CiLCA training	Clerk	Registered for the training schedule. Full registration of the qualification once the training has been completed.

S55 Recruitment of Environment Warden

RESOLVED: A candidate was selected. Clerk to contact all applicants, follow up references and make a plan for induction.

S56 Recruitment of Village Hall Keyholder

RESOLVED: A candidate was selected. Clerk to contact all applicants, follow up references and make a plan for induction.

S57 Staffing Update

A welfare check will continue to be made on a staff member on long term sick.

Recruitment will commence for another Assistant Clerk.

A review of the roles of Admin Assistant and Assistant Clerk will be discussed with the Admin Assistant following ChALC recommendations. Pay scales and a more appropriate job title for the Admin Assistant will be tabled at the next Full Council meeting.

S58 Ill health insurance

RECOMMENDATION: That the quote of £1200 per annum (subject to staff pay) is accepted and the cost is covered by the Parish Council and not staff.

S59 Update on any items not on the agenda

No further updates were made.

S60 Items for the next agenda

Recruitment of a new Assistant Clerk.

S61 Next meeting date

To be set after the elections and the Annual May meeting.

Actions:

MINUTE NUMBER	ACTION	WHO RESPONSIBLE
S55	Contact the applicants and make a plan for induction for the successful Environment Warden	Clerk
S56	Contact the applicants and make a plan for induction for the successful Village Hall Keyholder	Clerk
S57	Table to staffing recommendations from ChALC at the May Full Council meeting	Clerk
S58	Table the Ill health insurance recommendation at the May Full Council meeting	Clerk