



DALTON PARISH COUNCIL

Dalton Parish Hall,
Doncaster Road,
Dalton,
Rotherham.
S65 3ET

Telephone (01709) 853364
Mobile 07887 623674
Email daltonparishcouncil@outlook.com

26th March 2024

Dear Councillors,

You are hereby summoned to attend the **Finance & Employment Committee Meeting** of the Parish Council, to be held on **Thursday 4th April 2024** at Dalton Parish Hall at **6.30 pm** for the purpose of transacting the following business:

Joanne Holsey

Joanne Holsey
Clerk to the Council

AGENDA

Encl

1. To receive apologies for absence given in advance of the meeting
2. To consider the approval of reasons given for absence
3. To note any declarations of interest on items to be discussed at this meeting
4. To approve the minutes of the Finance and Employment Committee Meeting held on 4th January 2024 **(A)**
5. To resolve if members of the press and public are to be excluded from any agenda items of the meeting due to the nature of the business to be transacted under Public Bodies (Admission to Meetings) Act 1960, S1 (2))
6. To receive a Clerk update regarding matters from previous meetings
7. To consider financial matters and agree further action where necessary including: -
 - 7.1 Confirmation of payments schedule from 1st December 2023 to 29th February 2024 **(B)**
 - 7.2 Confirmation of receipts schedule for 1st December 2023 to 29th February 2024 **(C)**



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- 7.3 Review of outstanding invoices and take action where necessary (details to be provided at the meeting)
 - 7.4 Detailed income and expenditure report to 29th February 2024 **(D)**
 - 7.5 To confirm signatories for new account with Redwood Bank – max 4 signatories
8. To consider, discuss and agree further action where necessary regarding staffing matters - including: -
- 8.1 Sickness
 - 8.2 Resignation of caretakers
 - 8.2.1 Replacement caretakers
 - 8.2.2** Consider and discuss and agree draft job advert(s)/ job description/ person specification/ hours per week/ place(s) of work/ application form/ timescales **(E)**
 - 8.2.3 Subject to the decision above, appoint 2 councillors to sit on the interview panel, date of interviews to be confirmed.
9. To notify Parish Clerk of any matters for inclusion on a future agenda
10. To note the date of the next committee meeting
- Finance and Employment – 4th July 2024