



# DALTON PARISH COUNCIL

Dalton Parish Hall,  
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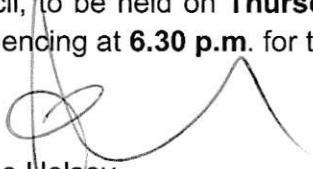
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28<sup>th</sup> February 2020

Dear Councillors,

You are hereby summoned to attend the **Finance & Employment Committee Meeting** of the Parish Council, to be held on **Thursday 5<sup>th</sup> March 2020**, at Dalton Parish Hall, Doncaster Road, Dalton commencing at **6.30 p.m.** for the purpose of transacting the following business:

  
Joanne Holsey  
Clerk to the Council



BUSINESS

Encl

1. To receive and accept apologies and reason for absence
2. To note any declarations of interest on items to be discussed at this meeting
3. To approve the minutes of the Finance and Employment Committee Meeting held on 6<sup>th</sup> February 2020 (A)
4. 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))
5. To note matters arising from the minutes of the Finance & Employment Committee Meeting of 6<sup>th</sup> February 2020
6. To consider financial matters and agree further action where necessary including: -
  - 6.1 Bank Reconciliation including Combined Bank Reconciliation for 31<sup>st</sup> January 2020 (B)
  - 6.2 Confirmation of payments schedule to 31<sup>st</sup> January 2020 (C)
  - 6.3 Confirmation of receipts schedule to 31<sup>st</sup> January 2020 (D)
  - 6.4 Outstanding debtors – breakdown to be given verbally at the meeting







## DALTON PARISH COUNCIL

7. To consider, discuss and agree further action where necessary regarding staffing matters including: -
  - 7.1 Sickness
  - 7.2 Clerks & RFO draft contracts of employment (E)
  - 7.3 Cilca Training
  - 7.4 Remaining holiday entitlement
8. To notify Parish Clerk of any matters for inclusion on a future agenda
9. To note the date of the next committee meeting

Finance and Employment – 2<sup>nd</sup> April 2020

