

# Dalton Parish Council

## Minutes of the Extra Ordinary Finance & Employment Committee Meeting of 1<sup>st</sup> August 2019 held at Dalton Parish Council

Members: Cllrs C Barron (Chair), D Pickering, R Gleadhall, and C Malia

In Attendance: J Holsey (Clerk) and R Chico (Clerk)

**185 To receive and accept apologies and reason for absence**

Cllr S Pickering

**Resolved: To accept the apology and reason for absence from the above-mentioned Councillor.**

**186 To receive any declarations of interest on items to be discussed on the agenda**

None

**187 To approve the minutes of the Finance & Employment Committee meeting held on 4<sup>th</sup> July 2019**

**Resolved: The minutes were accepted as a true record**

**188 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))**

None

**189 To note any issues from members of the public in attendance**

None

**190 To note any matters arising from the minutes of the Committee Meeting of 4<sup>th</sup> July 2019**

Members were appraised of the matters arising

Cllr Pickering joined the meeting at this point

**191 To consider financial matters and agree further action where necessary including: -**

1. Bank Reconciliation for 30<sup>th</sup> June 2019
2. Update from Clerk following meeting with HSBC regarding change of mandate
3. Outstanding Debtors
4. Agree specific investments for Dalton Parish Council

**Resolved:**

**191.1 That the Bank reconciliation was received**

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy verification of the data.

In the second section, the author details the various methods used to collect and analyze the data. This includes both primary and secondary research techniques. The primary research involved direct observation and interviews with key stakeholders. The secondary research focused on reviewing existing literature and industry reports.

The third section presents the findings of the study. It highlights several key trends and patterns observed in the data. These findings are supported by statistical analysis and are presented in a clear and concise manner. The author also discusses the implications of these findings for the industry and for future research.

Finally, the document concludes with a summary of the main points and a list of references. The author expresses their appreciation for the support and assistance provided by the research team and the funding organization.

191.2 That the information was received

191.3 That the information was received, and the Clerk was to continue to chase the outstanding debtors and keep Council appraised.

191.4 That the Council makes an investment of £80,000 in a fixed rate bond for a period of 1 year with United Trust Bank and invests a further £80,000 in a 60-day notice account with Hampshire Trust Bank

192 To consider, discuss and agree further action where necessary regarding staffing matters including: -

1. Update following meeting with HR Consultant
2. Caretaker
3. Sickness

Members were provided with a resume of the meeting with the HR Consultant and current sickness and agreed with the recommendations of the HR Consultant. Members noted the position with the caretaker and the decision of the appeals committee.

**Resolved:**

192.1 To follow the recommendation of the HR Advisor to seek a GP report to ensure the member of staff is fit for work and to see if any reasonable adjustments need to be made to his employment. The Clerks were given delegated powers to seek an independent medical report if required following the report from the GP.

193 To receive an update regarding Brecks Community Centre

Members were advised that Listerdale estates have been informed of the Council's decision to terminate the lease.

194 To notify the Parish Clerk of matters for inclusion on a future agenda

None

195 To note the date of the next meeting: -

5<sup>th</sup> September 2019 at 6.30pm

The meeting was closed at 7:05pm

Chairperson.....  ..... Date 5<sup>th</sup> September 2019

Handwritten title or header at the top of the page.

First paragraph of handwritten text, starting with a capital letter.

Second paragraph of handwritten text, starting with a capital letter.

Third paragraph of handwritten text, starting with a capital letter.

Fourth paragraph of handwritten text, starting with a capital letter.

Small handwritten text or signature at the end of the fourth paragraph.

Fifth paragraph of handwritten text, starting with a capital letter.

Sixth paragraph of handwritten text, starting with a capital letter.

Seventh paragraph of handwritten text, starting with a capital letter.

Eighth paragraph of handwritten text, starting with a capital letter.

Ninth paragraph of handwritten text, starting with a capital letter.

Tenth paragraph of handwritten text, starting with a capital letter.

Eleventh paragraph of handwritten text, starting with a capital letter.

Twelfth paragraph of handwritten text, starting with a capital letter.

Final line of handwritten text at the bottom of the page.