



DALTON PARISH COUNCIL

Dalton Parish Hall,
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29th June 2023

Dear Councillors,

You are hereby summoned to attend the **Finance & Employment Committee Meeting** of the Parish Council, to be held on **Thursday 6th July 2023** 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 elect the Chairperson for 2023-24
2. To elect the Vice- Chairperson for 2023-2024
3. To receive apologies for absence given in advance of the meeting
4. To consider the approval of reasons given for absence
5. To note any declarations of interest on items to be discussed at this meeting
6. To approve the minutes of the Finance and Employment Committee Meeting held on 30th March 2023 **(A)**
7. 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))
8. To note matters arising from the minutes of the Finance & Employment Committee Meeting of 30th March 2023
9. To consider financial matters and agree further action where necessary including: -
 - 9.1 Bank Reconciliation including Combined Bank Reconciliation to 31st May 2023



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- 9.2 To confirm spend from Earmarked reserves (CILS monies) for Ruby Cook Play area flooring and new play equipment
 - 9.3 Confirmation of payments schedules from 1st March 2023 to 31st May 2023 **(B)**
 - 9.4 Confirmation of receipts schedule for 1st March 2023 to 31st May 2023 **(C)**
 - 9.5 Detailed income and expenditure to 31st May 2023 **(D)**
 - 9.6 To receive debtor information (verbally at the meeting)
 - 9.7 To appoint 2 members to undertake the internal control
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- 10. To consider, discuss and agree further action where necessary regarding staffing matters - including: -
 - 10.1 Sickness
 - 10.2 To note retirement of relief caretaker at Sunnyside Community Centre with effect from August 2023
 - 10.3 To consider options to replace relief caretaker at Sunnyside Community Centre including advertising the position.
 - 10.4 Subject to the decision above, agree hours, person spec, job spec, job advert and where to advertise. Agree interview dates and appoint 2 Councillors to the interview panel with the 2 clerks **(E)**
 - 10.5 To receive an update regarding the staff fire training course
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- 11. To notify Parish Clerk of any matters for inclusion on a future agenda
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- 12. To note the date of the next committee meeting

Finance and Employment – 7th September 2023