



DALTON PARISH COUNCIL

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

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

23rd March 2023

Dear Councillors,

You are hereby summoned to attend the **Finance & Employment Committee Meeting** of the Parish Council, to be held on **Thursday 30th March 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 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 5th January 2023 **(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 verbal Clerk update regarding matters from previous meeting
7. To consider financial matters and agree further action where necessary including: -
 - 7.1 Confirmation of payments schedules from 1st December 2022 to 28th February 2023 **(B)**
 - 7.2 Confirmation of receipts schedule for 01st December 2022 to 28th February 2023 **(C)**
 - 7.3 Review of outstanding invoices and take action where necessary (details to be provided at the meeting)



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- 7.4 Detailed income and expenditure report to 28th February 2023 (D)
- 7.5 To receive the Internal Audit Report 2022-2023 – interim report (E)

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

- 8.1 Sickness

- 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 – 6th July 2023