

# Dalton Parish Council

## Minutes of the Finance & Employment Committee Meeting of 5<sup>th</sup> January 2023 held at Dalton Parish Hall

Members: M Bray (Chair), S Pickering, D Pickering and R Gleadhall

In Attendance: Cllr M Gleadhall ex officio, J Holsey (Clerk) and R Chico (Clerk)

**380 To receive apologies for absence given in advance of the meeting**

Apologies were received from Cllr K Oxley

**381 To consider approval of reasons given for absence**

**Resolved: that the reason for absence be approved**

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

None

**383 To approve the minutes of the Finance & Employment Committee meeting held on 6<sup>th</sup> October 2022**

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

**384 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))**

**Resolved: - that the press and public are excluded from agenda item 8 in relation to staffing.**

**385 To receive a verbal update from the clerk regarding matters from previous meeting**

385.1 Price increase to £130.00 for both Dalton Parish Hall and Sunnyside Community Centre had been implemented

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

**386.1 Confirmation of payment schedules for 1<sup>st</sup> September 2022 to 30<sup>th</sup> November 2022**

**Resolved: - That the payment schedules for 1<sup>st</sup> September 2022 to 30<sup>th</sup> November 2022 are received**

**386.2 Confirmation of receipt schedules for 1<sup>st</sup> September 2022 to 30<sup>th</sup> November 2022**

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**Resolved:** - That the receipt schedules for 1<sup>st</sup> September 2022 to 30<sup>th</sup> November 2022 be received

## **386.3 Review of outstanding invoices and take action where necessary**

Members were provided with details of outstanding invoices. The clerk advised she has been chasing payment and requested the smaller of the two invoices be cleared asap. Members suggested approaching the debtor to suggest they can make payment of the larger invoice in two payments

**Resolved:-** that the debtor is approached on this basis

## **386.4 Detailed income and Expenditure Report to 30<sup>th</sup> November 2022**

Members were provided with a copy of the report with the agenda papers and it was considered with the projected budget minute number 386.5

## **386.5 Projected budget and projected income and expenditure to 31<sup>st</sup> March 2023**

**Resolved:-** That the projected budget/projected income and expenditure to 31<sup>st</sup> March 2023 be accepted.

## **386.6 To receive Earmarked Reserve Information**

Noted and considered as part of the budget setting process

## **386.7 Budget/Earmarked reserves proposed spend report 2023-2024**

**Resolved:-** that the budget/earmarked reserves proposed spend report is accepted and a recommendation is made to full council to accept the budget/proposed spend report

## **386.8 Draft budget and precept for 2023-2024**

**Resolved:-** that a recommendation is made to Full Council that the amount of precept Band D remains the same as 2021-2022 - £77.51, 0% increase in a Band D property, which would generate a precept request from RMBC of £209,486.00

**387**      **To consider, discuss and agree further action where necessary regarding staffing matters including:**

### **387.1 Sickness**

Members were updated regarding sickness

### **387.2 To receive an update regarding the weekend caretaker**

Noted

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**387.3 To discuss where to advertise the position, agree job specification, person spec, advert, application form, interview panel and timings of interviews**

**Resolved:- that the position is advertised on Dalton Parish Council website, Facebook page, noticeboards and Dalton Community Café Facebook page. Person spec/advert and application form approved. Interviews to be undertaken by the Clerks. Timing of interviews to be determined by Clerks.**

**387.4 Approval for Clerk to transfer in her other pension schemes to SYPA and issue letter to SYPA to confirm council's agreement**

**Resolved:- that council approve the transfer in and issue letter as requested to SYPA confirming council's agreement**

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

**None**

**389 To note the date of the next meeting: -**

**Resolved:- that the date of the next meeting is changed from 6<sup>th</sup> April to 30<sup>th</sup> March 2023**

**The meeting was closed at 19.31pm**

**Chairperson.....  ..... Date 30<sup>th</sup> March 2023**