



# DALTON PARISH COUNCIL

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31<sup>st</sup> December 2020

The **Finance & Employment Committee Meeting** of the Parish Council, to be held on **Thursday 7<sup>th</sup> January 2021** by a remote meeting platform at **6.30 pm** for the purpose of transacting the following business:-

Access:-

Join Zoom Meeting

<https://us02web.zoom.us/j/84939413726?pwd=VDJhR3NrSWV6RndCdFJoWWdjZzd6Zz09>

Meeting ID: 849 3941 3726

Passcode: 131471

One tap mobile

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Dial by your location

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+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

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*Joanne Holsey*

Joanne Holsey  
Clerk to the Council

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## 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 5<sup>th</sup> November 2020 (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 note matters arising from the minutes of the Finance & Employment Committee Meeting of 5<sup>th</sup> November 2020
7. To consider financial matters and agree further action where necessary including: -
  - 7.1 Bank Reconciliation's including Combined Bank Reconciliation's for 30<sup>th</sup> September & 31<sup>st</sup> October 2020 (B)
  - 7.2 Confirmation of payments schedules for 30<sup>th</sup> September & 31<sup>st</sup> October 2020 (C)
  - 7.3 Confirmation of receipts schedules for 30<sup>th</sup> September & 31<sup>st</sup> October 2020 (D)
  - 7.4 Detailed income and expenditure to 31st October 2020 (E)
  - 7.5 Draft budget and precept for 2021-2022 (F)
8. To consider, discuss and agree further action where necessary regarding staffing matters including: -
  - 8.1 Sickness
  - 8.2 Confirmation of hours worked on Sunnyside Community Centre and agree payment and take further action where necessary
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 – 4<sup>th</sup> February 2021