



DALTON PARISH COUNCIL

Dalton Parish Hall,
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30th January 2020

Dear Councillors,


You are hereby summoned to attend the **Finance & Employment Committee Meeting** of the Parish Council, to be held on **Thursday 6th February 2020**, at Dalton Parish Hall, Doncaster Road, Dalton commencing at **6.30 p.m.** for the purpose of transacting the following business:



Joanne Holsey
Clerk to the Council

BUSINESS

Encl

1. To receive and accept apologies and reason for absence
 2. To note any declarations of interest on items to be discussed at this meeting
 3. To approve the minutes of the Finance and Employment Committee Meeting held on 9th January 2020 (A)
 4. 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))
 5. To note matters arising from the minutes of the Finance & Employment Committee Meeting of 9th January 2020
 6. To consider financial matters and agree further action where necessary including: -
 - 6.1 Bank Reconciliation including Combined Bank Reconciliation for 31st December 2019 (B)
 - 6.2 Confirmation of payments schedule to 31st December 2019 (C)
 - 6.3 Confirmation of receipts schedule to 31st December 2019 (D)
 - 6.4 Confirmation of income and expenditure budget to 31st December 2019 (E)
 - 6.5 Outstanding debtors – breakdown to be given verbally at the meeting
 7. To review the draft Financial Risk Assessment 2020 (F)
 8. To review the effectiveness of internal control (G)
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9. To consider, discuss and agree further action where necessary regarding the hire rates for the parish hall
10. To consider, discuss and agree further action where necessary regarding staffing matters including: -
 - 10.1 Sickness
 - 10.2 Caretakers
 - 10.3 Clerks
11. To consider remote working options for the Clerks
12. To consider holding the Finance and Employment meetings quarterly in March, June, September and December
13. To resolve to suspend Standing Order 7 to enable the Council to review and revise a previous decision regarding amending the draft application for an allotment plot at Brecks Lane Allotments to include domestic fowl
14. To receive information from the Clerk with respect to keeping fowl on an allotment plot and consider recommendation to full council regarding the application for an allotment
15. To notify Parish Clerk of any matters for inclusion on a future agenda
16. To note the date of the next committee meeting

Finance and Employment – 5th March 2020

