



# DALTON PARISH COUNCIL

Dalton Parish Hall,  
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27<sup>th</sup> December 2022

Dear Councillors,

You are hereby summoned to attend the **Finance & Employment Committee Meeting** of the Parish Council, to be held on **Thursday 5<sup>th</sup> January 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

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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 6<sup>th</sup> October 2022  
(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 6<sup>th</sup> October 2022
7. To consider financial matters and agree further action where necessary including: -
  - 7.1 Confirmation of payments schedules from 1<sup>st</sup> September 2022 to 30<sup>th</sup> November 2022  
(B)
  - 7.2 Confirmation of receipts schedule for 01<sup>st</sup> September 2022 to 30<sup>th</sup> November 2022  
(C)



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- 7.3 Review of outstanding invoices and take action where necessary (details to be provided at the meeting)
  - 7.4 Detailed income and expenditure report to 30<sup>th</sup> November 2022 (D)
  - 7.5 Projected budget and projected income and expenditure to 31<sup>st</sup> March 2023 (E)
  - 7.6 To receive Earmarked Reserves Information (F)
  - 7.7 Budget/Earmarked reserves proposed spend report 2023-2024 (G)
  - 7.8 Draft budget and precept for 2023-2024 (H)
8. To consider, discuss and agree further action where necessary regarding staffing matters - including: -
- 8.1 Sickness
  - 8.2 To receive an update regarding weekend caretaker and discuss options
  - 8.3 Dependant on outcome of 8.2 above, discuss where to advertise the position, agree job spec, person spec, advert, application form, interview panel and timings of interviews
  - 8.4 Approval for Clerk to transfer in her other pension schemes to SYPA and issue letter to SYPA confirming council's agreement – please note approval is not required if the transfer in of pension is within first 12 months of employment
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 – 6<sup>th</sup> April 2023