

Dalton Parish Council

Minutes of the Finance & Employment Committee Meeting of 1st July 2021 held at Dalton Parish Hall

Members: C Malia (Chair), S Pickering, P Botham, M Bray

In Attendance: D Pickering (Ex officio), J Holsey (Clerk) and R Chico (Clerk)

325 To elect the Chairperson for 2021-22

Resolved: that Colin Malia is elected as Chairperson for 2021-2022

326 To elect the Vice-Chairperson for 2021-2022

None

327 To receive apologies for absence given in advance of the meeting

Cllrs R Gleadhall and M Gleadhall

Resolved: that the apologies of Cllrs R Gleadhall and M Gleadhall are received

328 To consider approval of reasons given for absence

Resolved: that the reasons given for absence are approved

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

None

330 To approve the minutes of the Finance & Employment Committee meeting held on 4th March 2021

Resolved: The minutes were accepted as a true record

331 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 10 in relation to staffing.

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

None

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

333.1 Bank Reconciliation's including Combined Bank Reconciliation for 31st May 2021

Resolved: - That the Bank Reconciliation figures are approved and bank statements signed

333.2 Confirmation of payment schedules from February - May 2021

A query was raised regarding cheque number 103390 as it appeared on both February and March payment listings. once for £321.70 and again for £321.07 – the clerk was asked to investigate the query and report back to council.

Resolved: - That the payment schedules from February to May 2021 are received subject to the query regarding cheque number 103390

333.3 Confirmation of receipt schedules to February 2021 – to May 2021

Resolved: - That the receipt schedules from February to May 2021 be received

333.4 Detailed income and expenditure to 31st May 2021

Resolved: - That the income and expenditure information to 31st May 2021 be received

333.5 To undertake the internal control checks and complete and sign the checklist

The checklist was reviewed at the meeting, and it was agreed it takes place on a quarterly basis and different councillors are asked each time to share the responsibility and reduce the risk to the council.

Resolved: - That the internal control checks take place quarterly, first one commencing in July 2021 and to be undertaken by Cllr Pickering and Cllr Oxley to be asked if he would also undertake.

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

334.1 Sickness

None

334.2 To discuss and agree payroll amendments

Members were informed of the underpayment of study leave for 12 months, the overpayment of study leave to one clerk following passing of Cilca (10th April), incorrect pay increase (additional 3 pence per hour awarded for 3 month's from April 2021), underpayment of one clerk's salary due to passing Cilca (10th April) which off-set the overtime owed as per agreement in previous full parish council minutes. All the amendments were detailed on a spreadsheet and members were talked through this.

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It was confirmed to councillors at the meeting all study leave payments had now ceased.

Resolved: - that the payroll amendments discussed were agreed and the spreadsheet detailing the amendments be emailed to councillors. Payments of £180.44 and £381.96 are made to the Clerk's in July.

334.3 To agree the Clerks new contract

Resolved: - that the clerk's contracts be agreed – One clerk to be on 12 hour per week SCP 31 effective from 1st April and one clerk to be on 37 hour per week effective from 1st July SCP 32 (due to passing of CiLCA). The new contracts were signed at the meeting.

334.4 To agree the Caretakers new contract

Resolved: - that the caretaker's new contract be agreed at 9 hours per week commencing 14th June 2021

334.5 Confirmation of hours worked on Sunnyside Community Centre and agree payment and take further action where necessary

None

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

A discussion took place regarding increasing the defibrillators in the parish – to be placed on the next Full Parish Agenda for further discussion.

336 To note the date of the next meeting: -

7th October 2021 at 6.30pm (This meeting did not take place due to staff illness)

The meeting was closed at 19.35pm

Chairperson.....  **Date 6th January 2022**

