



# DALTON PARISH COUNCIL

Dalton Parish Hall,  
Doncaster Road,  
Dalton,  
Rotherham.  
S65 3ET

Telephone (01709) 853364  
Mobile 07887 623674  
Email [daltonparishcouncil@outlook.com](mailto:daltonparishcouncil@outlook.com)

25th June 2021

Dear Councillors,

You are hereby summoned to attend the **Finance & Employment Committee Meeting** of the Parish Council, to be held on **Thursday 1<sup>st</sup> July 2021** 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 elect the Chairperson for 2021-22
2. To elect the Vice-Chairperson for 2021-22
3. To receive apologies for absence given in advance of the meeting
4. To consider the approval of reasons given for absence
5. To note any declarations of interest on items to be discussed at this meeting
6. To approve the minutes of the Finance and Employment Committee Meeting held on 4<sup>th</sup> March 2021 **(A)**
7. 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))
8. To receive a verbal update from the clerk regarding matters from previous meeting
9. To consider financial matters and agree further action where necessary including: -



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- 9.1 Bank Reconciliation's including Combined Bank Reconciliation for 31<sup>st</sup> May 2021 (B)
- 9.2 Confirmation of payments schedules from February - May 2021 (C)
- 9.3 Confirmation of receipts schedules for Feb - May 2021 (D)
- 9.4 Detailed income and expenditure to 31<sup>st</sup> May 2021 (E)
- 9.5 To undertake the internal control checks and complete and sign the checklist (F)
  
- 10. To consider, discuss and agree further action where necessary regarding staffing matters including: -
  - 10.1 Sickness
  - 10.2 To discuss and agree payroll amendments – information to be provided at the meeting
  - 10.3 To agree the Clerks new contract (G)
  - 10.4 To agree the Caretakers new contract (H)
  - 10.5 Confirmation of hours worked on Sunnyside Community Centre and agree payment and take further action where necessary
  
- 11. To notify Parish Clerk of any matters for inclusion on a future agenda
  
- 12. To note the date of the next committee meeting  
Finance and Employment – 7<sup>th</sup> October 2021