



DALTON PARISH COUNCIL

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

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21st October 2020

Dear Councillors,

You are hereby summoned to attend the **Finance & Employment Committee Meeting** of the Parish Council, to be held on **Thursday 5th November 2020** by a remote meeting platform at **6.30 pm** for the purpose of transacting the following business:

Dalton Parish Council is inviting you to a scheduled Zoom meeting.

Access: -

Join Zoom Meeting

<https://us02web.zoom.us/j/9951932366?pwd=NW02KytMMmINT2hybXZPVnBLZ1hkdz09>

Meeting ID: 995 193 2366

Passcode: 7tjnYA

One tap mobile

+442039017895

+441314601196

Dial by your location

+44 203 901 7895 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

Meeting ID: 995 193 2366

Passcode: 768133



DALTON PARISH COUNCIL

Find your local number: <https://us02web.zoom.us/j/kc1wc97ueM>

Joanne Holsey

Joanne Holsey
Clerk to the Council

AGENDA

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 1st October 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 1st October 2020
6. To consider financial matters and agree further action where necessary including: -
 - 6.1 Bank Reconciliation including Combined Bank Reconciliation for 31st August 2020 (B)
 - 6.2 Confirmation of payments schedule to 31st August 2020 (C)
 - 6.3 Confirmation of receipts schedule to 31st August 2020 (D)
 - 6.4 Detailed income and expenditure to 31st August 2020 (E)
 - 6.5 Outstanding debtors
7. To consider, discuss and agree further action where necessary regarding staffing matters including: -
 - 7.1 Sickness
 - 7.2 Confirmation of hours worked on Sunnyside Community Centre and agree payment and take further action where necessary
8. To discuss and agree arrangements for Remembrance Sunday, consider risk assessment and take further action where necessary
9. To notify Parish Clerk of any matters for inclusion on a future agenda
9. To note the date of the next committee meeting

Finance and Employment – 3rd December 2020

