

# Dalton Parish Council

A

## Minutes of the Finance & Employment Meeting of 5<sup>th</sup> March 2020 held at Dalton Parish Council

Members: Cllrs C Barron (Chair), D Pickering, S Pickering and C Malia

In Attendance: J Holsey (Clerk) and R Chico (Clerk)

**269 To receive and accept apologies and reason for absence**

**Resolved:** that apologies from Councillors Gleadhall and Carrington are received and the reasons for absence are accepted.

**270 To note any declarations of interest on items to be discussed on the agenda**

None

**271 To approve the minutes of the Finance & Employment Committee meeting held on 6<sup>th</sup> February 2020**

**Resolved:** The minutes were accepted as a true record

**272 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:** To exclude members of the press and public for Agenda item 7 under public bodies (Admission to meetings) Act 1960, S1 (2))

**273 To note any matters arising from the minutes of the Finance & Employment Committee Meeting of 6<sup>th</sup> February 2020**

None

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

**274.1 Bank Reconciliation including combined Bank Reconciliation for 31<sup>st</sup> January 2020**

**Resolved:** - That the Bank reconciliations to 31<sup>st</sup> January 2020, distributed as an appendix prior to the meeting, be received.

**274.2 Confirmation of payment schedules to 31<sup>st</sup> January 2020**

**Resolved:** - That the payment schedules to 31<sup>st</sup> January 2020, distributed as an appendix prior to the meeting, be received.



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## 274.3 Confirmation of receipt schedules to 31<sup>st</sup> January 2020

**Resolved:** - That the receipt schedules to 31<sup>st</sup> January 2020, distributed as an appendix prior to the meeting, be received

## 274.4 Outstanding debtors

Members were advised debtors presently stand at £1556.50 and were provided with a verbal breakdown. Members discussed the oldest debtors and means and costs of recovery of funds.

**Resolved:** - To write to the debtors that have been outstanding the greatest length of time and if no response in 4 weeks then proceed to recovering the money through the small claims court.

## 275 Staffing Matters: -

### 275.1 Sickness

The Clerk updated the Council regarding present sickness.

### 275.2 Clerks & RFO

Members were presented with revised draft contracts at the meeting and the contracts were signed.

### 275.3 Cilca Training

Members were briefed about the professional qualification and the benefits of having a qualified Clerk.

**Resolved:** - that the Council funds both Clerks to undertake their Cilca qualification and pays the associated costs for SLCC & YH RTP and any additional course costs associated with obtaining the qualification. Council also grants each Clerk 4 hours per week study leave as soon as the qualification is commenced for a period of 12 months to aid completion of the qualification, this is in addition to their core hours of 12 and 25 respectively.

### 275.4 Remaining Holiday Entitlement

Members were informed of the remaining holiday entitlements of staff

**Resolved:** - that the Council pays the outstanding holiday entitlement for the Clerks

## 276 To notify Parish Clerk of any matters for inclusion on a future agenda

None


## 277 To note the date of the next meeting: -



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**2<sup>nd</sup> April 2020 at 6.30pm (Meeting did not go ahead due to Covid 19)**

**The meeting was closed at 19.23pm**

Chairperson.....  ..... Date **3<sup>rd</sup> September 2020**

