



DALTON PARISH COUNCIL

Dalton Parish Hall,
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31st March 2022

Dear Councillors,

You are hereby summoned to attend the **Finance & Employment Committee Meeting** of the Parish Council, to be held on **Thursday 7th April 2022** at Dalton Parish Hall at **6.30 pm** for the purpose of transacting the following business:

Joanne Holsey

Joanne Holsey
Clerk to the Council

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 6th January 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 6th January 2022
7. To consider financial matters and agree further action where necessary including: -
 - 7.1 Bank Reconciliation including Combined Bank Reconciliation to 30th November, 31st December, 31st January 2022 and 28th February 2022 (To be distributed and signed at the meeting)



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- 7.2 Confirmation of payments schedules from 30th November to 28th February 2022 (B)
- 7.3 Confirmation of receipts schedule for 30th November to 28th February 2022 (C)
- 7.4 Detailed income and expenditure to 28th Feb 2022 (D)
- 7.5 Consider appointing new signatories to Unity Trust Bank and give access to online banking
- 7.6 To agree the water charges to allotment holders for 2021-2022 invoices (due to vandalism on site)
- 7.7 To consider, discuss and agree budget for afternoon tea event for volunteer at Sunnyside Community Centre
- 8. To consider, discuss and agree further action where necessary regarding staffing matters - including: -
 - 8.1 Sickness
 - 8.2 To receive an update following interviews for caretakers Sunnyside Community Centre and confirm appointments to post
 - 8.3 To agree the new caretaker's contracts- to be distributed at the meeting due to timing of interviews (held 5th April)
 - 8.4 To consider increase in working from home allowance to bring into line with government guidelines presently £6.00 per week
 - 8.5 To consider, discuss and agree regular user hire fees
 - 8.6 To consider, discuss and agree ad hoc booking fees
- 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 – 7th July 2022