

DALTON PARISH COUNCIL

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

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30th May 2019

Dear Councillors,

You are hereby summoned to attend the **Finance & Employment Committee Meeting** of the Parish Council, to be held on **Thursday 6th June 2019**, at Dalton Parish Hall, Doncaster Road, Dalton commencing at **6.30 p.m**. for the purpose of transacting the following business:

Joanne Hotsey

Relief Clerk to the Council

BUSINESS Enclosure:

- 1. To elect the Chairperson for 2019-20
- 2. To elect the Vice-Chairperson for 2019-20
- 3. To receive and accept apologies and reason for absence
- 4. To note any declarations of interest on items to be discussed at this meeting
- To approve the minutes of the Finance and Employment Committee Meeting held on 2nd May 2019
- 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))
- 7. To note any issues from members of the public in attendance
- 8. To note matters arising from the minutes of the Committee Meeting of 2nd May 2019
- 9. To consider financial matters and agree further action where necessary including: -
 - 9.1 Bank Reconciliation for April 2019
 - 9.2 Fees for hire of Ruby Cook field for summer holiday programme for 4-week duration
 - 9.3 Room hire for Ward Councillor's surgery
 - 9.4 Continuation of HR Consultancy provided by VARS
- To consider, discuss and agree further action where necessary regarding staffing matters including: -
 - 10.1 Staff meeting held on 3rd June 2019
 - 10.2 Email from VARS re Parish Clerk position

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- 10.3 Extra hours for parish clerks for office organisation and specific tasks
- 11 To receive an update regarding Brecks Community Centre and consider the following and agree further action where necessary: -
 - 11.1 Letter from Crawford & Co and Certificate of Structural Adequacy (C)
 - 11.2 Draft wording for leaflet to residents in Brecks area regarding Brecks Community Centre (D)
 - 11.3 How the leaflet can be distributed and approve costs involved
- 12. To notify Parish Clerk for any matters for inclusion on a future agenda
- To note dates of future committee meetings

Finance and staffing - 4th July 2019

PUBLIC NOTICE

PARISHIONERS ARE ENCOURAGED TO ATTEND MEETINGS OF THE PARISH COUNCIL AND ARE PERMITTED PARTICIPATION IN ITEM "To note any issues from members of the public in attendance", BUT NOT IN THE DECISIONS ON OTHER AGENDA ITEMS, SPEAKING ONLY WHEN SPECIFICALLY INVITED TO DO SO BY THE CHAIRPERSON

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