



Maltby Town Council, Finance and Staffing Committee

Thursday 17 June 2021 at 6.45pm

at the Edward Dunn Memorial Hall, Tickhill Road, Maltby

10th June 2021

You are summoned to attend the above meeting of Maltby Town Council.

S Youngman, Town Clerk, *S Youngman*

This meeting is open to the public by virtue of the Public Bodies (Admissions to Meetings) Act 1960

AGENDA

1. To receive apologies and reason for absence.
2. To receive declarations of disclosable pecuniary interest.
3. To consider items for which a resolution may be passed to exclude the press and public.
4. To confirm the minutes of the Finance and Staffing Committee held on 22nd April 2021 (attached).
5. To confirm the minutes of the extra Finance and Staffing Committee held on 3rd June 2021 (attached).
6. To approve April 2021 payments.
7. To approve the April 2021 receipts.
8. To approve the April 2021 income and expenditure report.
9. To consider small grant applications.
10. Staffing:
 - a) To receive an update regarding the vacancy for the role of Assistant Clerk.
 - b) To discuss maternity cover arrangements for the role of Administration Assistant.
 - c) To discuss the role of caretaker.
11. To discuss annual salary reviews for staff.
12. To discuss the One Stop Advice Service.
13. To discuss a dress code for staff.
14. To appoint signatories for the following accounts:
 - a) Hampshire Trust Bank
 - b) Cambridge and Counties Bank
 - c) United Trust Bank
15. To notify the Clerk of matters for inclusion on a future agenda. Date and time of the next meeting: Thursday 15th July 2021.