



Maltby Town Council - Finance and Staffing Committee
Thursday 23 January 2020

Present Councillors: C Beaumont (Chair), S Biggin, J Carratt, and D Sutton

In attendance: Town Clerk

F19/90 APOLOGIES FOR ABSENCE

Apologies and reason for absence were received from Councillor Richardson

RESOLVED: that the apology and reason for absence for Councillor Richardson be accepted.

F19/91 DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS

None.

F19/92 ITEMS FOR WHICH A RESOLUTION MAY BE PASSED TO EXCLUDE PRESS AND PUBLIC

Item 13 – Staffing matters.

F19/93 MINUTES OF THE FINANCE AND STAFFING COMMITTEE MEETING HELD ON 21 November 2019

RESOLVED: that the minutes of the above meetings is confirmed as a true and accurate record of the proceedings.

F19/94 PAYMENTS SCHEDULE FOR OCTOBER AND NOVEMBER 2019

Deferred due to cheque verification not being completed.

F19/95 RECEIPTS SCHEDULE FOR OCTOBER AND NOVEMBER 2019

Deferred due to cheque verification not being completed.

F19/96 BANK RECONCILIATION FOR OCTOBER AND NOVEMBER 2019

Deferred due to cheque verification not being completed.

F19/97 INCOME AND EXPENDITURE FOR OCTOBER AND NOVEMBER 2019

Deferred due to cheque verification not being completed.

F19/98 JANUARY PAYMENTS

RESOLVED: that the above be accepted.

F19/99 OUTSTANDING INVOICES

RESOLVED: that the above be accepted.

F19/100 SMALL GRANT APPLICATION

None received

F19/101 TO DISCUSS THE FREEDOM OF INFORMATION REQUEST

RESOLVED: that the advice given by Sheffield City Legal Department is sent to the requester.

F19/102 STAFFING MATTERS AND DISCUSS FURTHER ACTION

The Clerk gave a staffing update to the Committee

F19/103 FUTURE AGENDA ITEMS

- Responsible Finance Officer
- Administrative Assistant
- Caretaker

RESOLVED: that a recommendation goes to Full Town Council for the role of the Responsible Finance Officer to no longer be a separate role and for the Clerk to undertake the work.

RESOLVED: that a letter is sent to all staff to advise them of information with the staffing handbook e.g. holidays, pensions.

F19/104 DATE AND TIME OF NEXT MEETING

Next meeting Thursday 20 February 2020 at 6.45 pm.