



Maltby Town Council, Finance and Staffing Committee

Thursday 17th March 2022 at 6.45pm

at the Edward Dunn Memorial Hall, Tickhill Road, Maltby

10th March 2022

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 17th February 2022 (attached).
5. To approve the February 2022 receipts (attached).
6. To approve the February 2022 payments (attached).
7. To approve the YTD income and expenditure report (attached).
8. To approve March 2022 Payments (tabled).
9. To note the 2021-2022 National Salary Award (attached).
10. To consider small grant applications.
11. To receive an update from One Stop Advice Service Ltd.
12. Staff and training:
 - a) To approve the Groundsman contract of employment and job description (attached).
 - b) To approve the Lone Working Policy (attached).
 - c) To approve the updated Staffing Structure (attached).
 - d) To receive an update from Cllr Biggin regarding the Town Clerks appraisal.
 - e) To discuss the approval of a salary increment for the Town Clerk.
 - f) To discuss the annual leave owed to the Town Clerk.
13. To notify the Clerk of matters for inclusion on a future agenda.

Date and time of the next meeting: Thursday 21st April 2022.