



**Minutes of Maltby Town Council Finance & Staffing Meeting**  
**Held on Thursday 20<sup>th</sup> January 2022**

	<p><b>Present:</b> Councillors: Webster (Chairperson), Lines, and McMahon.</p> <p><b>In attendance:</b> S Youngman (Town Clerk) and one member of the public.</p>
FS 2021/81	<p><b><u>APOLOGIES AND REASON FOR ABSENCE</u></b></p> <p>Apologies were received from Cllr's Biggin and Sutton.</p> <p><b>RESOLVED:</b> That the apologies be approved.</p>
FS 2021/82	<p><b><u>DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST</u></b></p> <p>None declared.</p>
FS 2021/83	<p><b><u>ITEMS FOR WHERE A RESOLUTION MAY BE PASSED TO EXCLUDE PRESS AND PUBLIC</u></b></p> <p>None identified.</p>
FS 2021/84	<p><b><u>TO APPROVE THE MINUTES OF THE FINANCE AND STAFFING MEETING HELD ON 18<sup>th</sup> NOVEMBER 2021</u></b></p> <p><b>RESOLVED:</b> That the above minutes be accepted as a true and accurate record of the proceedings.</p>
FS 2021/85	<p><b><u>TO APPROVE NOVEMBER AND DECEMBER RECEIPTS</u></b></p> <p><b>RESOLVED:</b> That the receipts be approved.</p>
FS 2021/86	<p><b><u>TO APPROVE THE NOVEMBER AND DECEMBER PAYMENTS</u></b></p> <p><b>RESOLVED:</b> That the payments be approved.</p>
FS 2021/87	<p><b><u>TO APPROVE THE YEAR-TO-DATE 2021 INCOME &amp; EXPENDITURE REPORT</u></b></p> <p><b>RESOLVED:</b> That the report be approved.</p>

FS 2021/88	<p><b><u>TO APPROVE JANUARY 2022 PAYMENTS</u></b></p> <p><b>RESOLVED:</b> That the payments be approved.</p>
FS 2021/89	<p><b><u>TO CONSIDER SMALL GRANT APPLICATIONS</u></b></p> <p>None received.</p>
FS 2021/90	<p><b><u>STAFF AND TRAINING</u></b></p> <p>a) To discuss appropriate methods of requesting information from all members of staff.</p> <p>The Clerk raised concerns towards the behaviour of a Councillor as a member of staff had been approached by a Town Councillor to see when she would be alone in the office. A Council member advised that he had approached the member of staff but did not provide any further details. Members were provided with a copy of the Protocol on Councillors/Town Clerk/Employee Relations policy and advised that the policy would be added as an agenda item at the next Full Town Council meeting to ensure all members of the Council are aware of the policy.</p>
FS 2021/91	<p><b><u>TO NOTIFY THE CLERK OF MATTERS FOR INCLUSION ON A FUTURE AGENDA</u></b></p> <p>Employment of maintenance person.</p>
FS 2021/92	<p><b><u>TO CONFIRM THE DATE AND TIME OF THE NEXT MEETING</u></b></p> <p>Thursday 17<sup>th</sup> February 2022, 6.45pm</p>

There being no further business the meeting closed at 7.10pm.