



**Minutes of Maltby Town Council Finance & Staffing Meeting**  
**Held on Thursday 15 July 2021**

	<p><b>Present:</b> Councillors: Sutton (Chairman), Beresford, Biggin, McMahon and Webster.</p> <p><b>In attendance:</b> S Youngman Town Clerk.</p>
2021/28	<p><u>APOLOGIES AND REASON FOR ABSENCE</u></p> <p>Apologies received from Cllr Lines.</p>
2021/29	<p><u>DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST</u></p> <p>None received.</p>
2021/30	<p><u>ITEMS FOR WHERE A RESOLUTION MAY BE PASSED TO EXCLUDE PRESS AND PUBLIC</u></p> <p>None.</p>
2021/31	<p><u>TO APPROVE THE MINUTES OF THE FINANCE AND STAFFING MEETING HELD ON 17 JUNE 2021</u></p> <p><b>RESOLVED:</b> That the above minutes be accepted as a true and accurate record of the proceedings.</p>
2021/32	<p><u>TO APPROVE MAY AND JUNE 2021 PAYMENTS</u></p> <p><b>RESOLVED:</b> That the payment list be approved.</p>
2021/33	<p><u>TO APPROVE MAY AND JUNE 2021 RECEIPTS</u></p> <p><b>RESOLVED:</b> That the receipts be approved.</p>
2021/34	<p><u>TO APPROVE THE MAY AND JUNE 2021 INCOME &amp; EXPENDITURE REPORT</u></p> <p><b>RESOLVED:</b> That the report be approved.</p>

2021/35	<p><u>TO APPROVE JULY PAYMENTS</u></p> <p><b>RESOLVED</b>: That the payments be approved.</p>
2021/36	<p><u>TO CONSIDER SMALL GRANT APPLICATIONS</u></p> <p>a) Request from Project Linus UK.</p> <p><b>RESOLVED</b>: That the Council purchase a roll of wadding for the group at a cost of £100.00.</p>
2021/37	<p><u>STAFFING</u></p> <p>a) To approve a shortlisting/interview panel for the role of Assistant Clerk.</p> <p><b>RESOLVED</b>: That Cllr's Beresford, Biggin and Sutton be appointed.</p>
2021/38	<p><u>TO DISCUSS MATERNITY COVER FOR THE ROLE OF ADMINISTRATION ASSISTANT</u></p> <p>The Clerk advised that a volunteer has expressed an interest in the role.</p> <p><b>RESOLVED</b>: For the Clerk to advertise the role via YLCA.</p>
2021/39	<p><u>ONE STOP ADVICE SERVICE</u></p> <p>Council members received a copy of the report.</p> <p><b>RESOLVED</b>: That a monthly report is produced.</p>
2021/40	<p><u>DRESS CODE FOR STAFF</u></p> <p>Council members were provided with a dress code policy.</p> <p><b>RESOLVED</b>: That the policy be approved.</p>
2021/41	<p><u>TO NOTIFY THE CLERK OF MATTERS FOR INCLUSION ON A FUTURE AGENDA</u></p> <p>None raised.</p>
2021/42	<p><u>TO CONFIRM THE DATE AND TIME OF THE NEXT MEETING</u></p> <p>Thursday 16 September 2021, 6.30pm</p>