



Minutes of Maltby Town Council Finance & Staffing Meeting
Held on Thursday 17 June 2021

	<p>Present: Councillors: Sutton (Chairman), Biggin, Lines and Webster.</p> <p>In attendance: S Youngman Town Clerk.</p>
2021/09	<p><u>APOLOGIES AND REASON FOR ABSENCE</u></p> <p>Apologies received from Cllr's Beresford and McMahon.</p>
2021/10	<p><u>DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST</u></p> <p>None received.</p>
2021/11	<p><u>ITEMS FOR WHERE A RESOLUTION MAY BE PASSED TO EXCLUDE PRESS AND PUBLIC</u></p>
2021/12	<p><u>TO APPROVE THE MINUTES OF THE FINANCE AND STAFFING MEETING HELD ON 22 APRIL 2021</u></p> <p>RESOLVED: That the above minutes be accepted as a true and accurate record of the proceedings.</p>
2021/13	<p><u>TO APPROVE THE MINUTES OF THE FINANCE AND STAFFING MEETING HELD ON 03 JUNE 2021</u></p> <p>RESOLVED: That the above minutes be accepted as a true and accurate record of the proceedings.</p>
2021/14	<p><u>TO APPROVE APRIL 2021 PAYMENTS</u></p> <p>RESOLVED: That the payment list be approved.</p>
2021/15	<p><u>TO APPROVE APRIL 2021 RECEIPTS</u></p> <p>RESOLVED: That the receipts be approved.</p> <p>Item: 2021/21</p>

2021/16	<p><u>TO APPROVE THE APRIL 2021 INCOME & EXPENDITURE REPORT</u></p> <p>RESOLVED: That the report be approved.</p>
2021/17	<p><u>TO CONSIDER SMALL GRANT APPLICATIONS</u></p> <p>None received.</p>
2021/18	<p><u>TO DISCUSS THE VACANCY FOR THE ASSISTANT CLERK</u></p> <p>The Clerk advised that the vacancy has been advertised and the closing date for applications is 25th June 2021.</p>
2021/19	<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>RESOLVED: For the Clerk to advertise the role via YLCA.</p>
2021/20	<p><u>TO DISCUSS THE ROLE OF CARETAKER</u></p> <p>Council discussed creating a role for a grounds person/handyperson to maintain Edward Dunn Memorial Hall and Coronation Park and carry out litter picking.</p> <p>RESOLVED: For the Clerk to produce a job description and Council to discuss at a future meeting.</p>
2021/21	<p><u>ANNUAL SALARY REVIEWS FOR STAFF</u></p> <p>The Clerk queried when the last salary review had taken place for staff.</p> <p>RESOLVED: For the Clerk to check when a salary review was carried out with the previous Clerk.</p>
2021/22	<p><u>ONE STOP ADVICE SERVICE</u></p> <p>The Clerk advised that a report would be provided to Council at the next meeting.</p>
2021/23	<p><u>DRESS CODE FOR STAFF</u></p> <p>Council members discussed implementing a dress code for staff.</p> <p>RESOLVED: For the Clerk to draft a policy for review at the next meeting.</p>
2021/24	<p><u>TO APPOINT SIGNATORIES FOR:</u></p> <p>Hampshire Trust Bank Cambridge and Counties Bank United Trust Bank</p> <p>RESOLVED: For Cllr's Kirk and Biggin to remain as signatories.</p>

2021/25	<u>COMPLAINTS</u> RESOLVED : For Cllr's Biggin and Sutton and the Clerk to deal with the complaint.
2021/26	<u>TO NOTIFY THE CLERK OF MATTERS FOR INCLUSION ON A FUTURE AGENDA</u> None raised.
2021/27	<u>TO CONFIRM THE DATE AND TIME OF THE NEXT MEETING</u> Thursday 15 July 2021, 6.30pm

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