



Minutes of Maltby Town Council Finance & Staffing Meeting
Held on Thursday 3 June 2021

	<p>Present: Councillors: Sutton (Chairman), Beresford, Biggin, Lines, McMahon and Webster.</p> <p>In attendance: S Youngman Town Clerk.</p>
2021/01	<p><u>APOLOGIES AND REASON FOR ABSENCE</u></p> <p>None Received.</p>
2021/02	<p><u>DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST</u></p> <p>None received.</p>
2021/03	<p><u>ITEMS FOR WHERE A RESOLUTION MAY BE PASSED TO EXCLUDE PRESS AND PUBLIC</u></p> <p>Item: 2021/05.</p>
2021/04	<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>
2021/05	<p><u>TO DISCUSS THE VACANCY FOR THE ASSISTANT CLERK</u></p> <p>RESOLVED: That the job description be approved with pay scale pay scale LC2, points 18 to 23 and for the post to be advertised via YLCA and social media.</p>
2021/06	<p><u>TO DISCUSS MATERNITY COVER FOR THE ROLE OF ADMINISTRATION ASSISTANT</u></p> <p>The Clerk advised that a volunteer is working with One Stop Advice and Maltby Foodbank and is looking for experience of working in an administration environment.</p> <p>RESOLVED: For the Clerk to discuss the role with the volunteer and make arrangements to learn the role if suitable.</p>

2021/07	<u>TO NOTIFY THE CLERK OF MATTERS FOR INCLUSION ON A FUTURE AGENDA</u> Dress code One Stop Advice Service
2021/08	<u>TO CONFIRM THE DATE AND TIME OF THE NEXT MEETING</u> Thursday 17 June 2021, 6.30pm

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