MALTBY TOWN COUNCIL

Edward Dunn Memorial Hall,
Tickhill Road,
Maltby, S66 7NQ

Tel: 01709 814060
Email: admin@maltbytowncouncil.co.uk
Website: www.maltbytowncouncil.co.uk

Dated: 15 November 2022

NOTICE OF AN EXTRAORDINARY MEETING

To Members of the Finance and Staffing Committee,

Notice is Hereby Given that an Extraordinary Meeting of Maltby Town Council's Finance and Staffing Committee will be held at the Edward Dunn Memorial Hall, Tickhill Road, Maltby on **Tuesday 22nd November 2022 at 7.00pm** for the purpose of transacting the business set out in the attached agenda.

Signed: *Lynda Stables* **Signed:** *Andrew Laird*
Councillors Lynda Stables and Andrew Laird
Members of the Finance and Staffing Committee

Committee Membership	
Cllr Carl Crossland	Cllr John Kirk [Vice-Chair]
Cllr Diann Fitzgibbons	Cllr Andrew Laird
Cllr Alex Laird	Cllr Lynda Stables

This meeting is open to the public by virtue of the Public Bodies (Admissions to Meetings) Act 1960 s1.

MALTBY TOWN COUNCIL

Extraordinary Finance and Staffing Committee – Tuesday 22nd November 2022

AGENDA

1. **Committee Chair**
   To elect a committee chair for the remainder of the 2022-23 municipal year following the resignation of Donna Sutton.

2. **Apologies for absence**
   To receive and approve apologies and reasons for absence.

3. **Declarations of Interests**
   Members are invited to declare disclosable pecuniary and other interests on items on the agenda as required by the Code of Conduct for Members and by the Localism Act 2011.

   Note: In accordance with the Standing orders: Unless a member has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter the item in which they have a disclosable pecuniary interest and may return to the meeting after it has considered the matter in which (s)he had the interest.

4. **Dispensations for Disclosable Pecuniary Interests**
   To receive notification of dispensations granted in respect of the items on the agenda. Dispensation requests shall be granted by the Proper Officer following guidance from the Council's dispensation policy.

5. **Exclusion of the Press and Public**
   To consider and resolve the agenda items that require the exclusion of the press and public in accordance with the Public Bodies Admissions to Meetings Act 1960 for matters appertaining to confidential or exempt information.

6. **Minutes**
   To approve the draft minutes of the Extraordinary Finance and Staffing committee held on 20 October 2022 as a true record to be signed by the Chair (previously circulated).

7. **Locum Responsible Financial Officer (RFO) Report**
   To receive and consider the report from the Locum RFO.

8. **Schedule of Payments**
   To receive and approve the schedule of payments representing expenditure previously authorised. Payments schedule to be tabled.

9. **Bank Reconciliation Statements**
   9.1 To receive the bank reconciliation statement for the period of August (report to follow).

   9.2 To appoint a committee member other than a cheque signatory (for this meeting only) to verify the bank reconciliation statement for all accounts produced by the RFO (FR 2.2).

10. **New Town Council Website**
    To receive an update the launch of the website and training dates for staff and to resolve any further actions.

11. **Asset Register Policy**
    To receive and consider the draft asset register policy and recommend to full council that this be adopted (document to follow).

12. **Corporate Risk Assessment**
    To receive and consider the draft corporate risk assessment register and policy and to recommend that this be adopted by the full town council (documents to follow).

13. **Budget 2023/24**
    In accordance with Financial Regulation 3.3 the committee is required to review its three-year forecast of revenue and capital receipts and payments and submit proposals for the following financial year (report to follow).

14. **Employee Contracts – Updates and Outstanding Matters**
    To receive an update on the employee contracts and handbooks issued to Staff and to resolve any further actions.

15. **Personnel Matters**
    To consider and resolve outstanding staffing matters:
    a) Pay Award for existing and current staff (pay scales enclosed)
    b) Overtime arrangements
    c) Cover for the Caretaker
    d) Office opening times and access to the council/clerks office
    e) Other confidential issues

16. **Admin Assistant Recruitment**
    To consider the recruitment for an Admin Assistant inclusive of any costs. The committee is required to agree the job advert, job description and associated documents.

17. **Town Clerk/RFO Update**
    To receive an update from the Locum Clerk regarding a handover period and potential start dates for the New Town Clerk/RFO. The committee is requested to review the contracts for the Locum Clerk/RFO and the New Town Clerk/RFO and agree any necessary recommendations to be ratified by the full town council. An update will be provided to the meeting and confidential documents will be tabled.

18. **Confidential Report**
    To consider the executive summary of the investigation report as resolved by the full town council at the Extraordinary meeting held on the 09th November 2022.

19. **Items for Discussion for a future agenda**
    To inform the Clerk of any matters for inclusion on the agenda of the next meeting.

20. **Date of the Next Meeting**
    To note the date, time and venue of the next meeting scheduled for Thursday 19th January 2022 at 6.45pm, Edward Dunn Memorial Hall, Maltby.

***A Councillor is at risk of prosecution for committing criminal offences in s.34 of the 2011 Localism Act if they, without dispensation, participates or votes on a matter being considered in which they have a disclosable pecuniary interest (s.31(4) of the 2011Act). Or written notification of such DPI has not already been given to the Monitoring Officer and the member does not provide written notification of the interest to the Monitoring Officer with 28 days of the meeting (ss.31(2) and (3) of the 2011 Act. Or they knowingly or recklessly provide false or misleading information about the above (s.34 (2) of the 2011 Act).**