MALTBY TOWN COUNCIL

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

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Dated: 18 April 2023

NOTICE OF MEETING

To Members of the Finance and Staffing Committee,

You are hereby summoned to attend a meeting of Maltby Town Council's Finance and Staffing Committee to be held at the Edward Dunn Memorial Hall, Tickhill Road, Maltby on **Wednesday 26th April at 6.45pm** for the purpose of transacting the business set out in the attached agenda.

Signed: *Ben Styring*
Town Clerk

Committee Membership	
Cllr Lynda Stables [Chair]	Cllr John Kirk [Vice-Chairperson]
Cllr Diann Fitzgibbons	Cllr Andrew Laird
Cllr Alex Laird	Cllr John Lines
*Chair and Vice Chair of the Council are Ex Officio members of the committee (only one voting right may be exercised).	

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

MALTBY TOWN COUNCIL

FINANCE AND STAFFING COMMITTEE MEETING

WEDNESDAY 26th APRIL 2023

AGENDA

1. APOLOGIES FOR ABSENCE

To receive and approve apologies and reason for absence.

2. DECLARATION OF MEMBERS' INTERESTS

To receive declarations of personal, prejudicial and pecuniary interests from members relevant to items under discussion at the meeting.

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.

3. PUBLIC PARTICIPATION

To convene a public participation session not exceeding 15 minutes in accordance with Standing Order 3e-3k on matters itemised on the agenda.

Note: A question raised during public participation shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response may be given.

4. 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.

5. CONFIRMATION OF PREVIOUS MINUTES

To receive and confirm the minutes of the committee meeting held on 16th March 2023

6. FINANCIAL REPORT

To receive and consider the RFO Financial Report. See Report F&S-23-03

7. GRANT APPLICATION

To receive and review two Grant Applications

8. STAFFING UPDATE

To consider the staffing update. See Report F&S-2023-04

9. HR CONTRACT

To consider HR contract quotes. See Report F&S-2023-05

10. TIME & MOTION STUDY

To receive an independent Time & Motion Study regarding the position of Deputy Clerk

11. CONFIDENTIAL COMPLAINT

To consider a public complaint relating to the findings of a previous investigation

12. ITEMS FOR NEXT AGENDA

To notify the Town Clerk of any items for a future Agenda

13. DATE OF NEXT MEETING

To note the date, time and venue of the next meeting scheduled for Thursday 18th May 2023 at 6.45pm, Edward Dunn Memorial Hall, Maltby.