MALTBY TOWN COUNCIL

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

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

Dated: 18th September 2024

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 **Thursday 26th September at 6.45 pm** for the purpose of transacting the business set out in the attached agenda.

Signed: *Ben Styring*
Town Clerk

Committee Membership	
Cllr Donna Sutton [Chairman]	Cllr John Kirk [Vice-Chair}
Cllr Sharron Biggin	Cllr Andrew Fletcher
Cllr Sue Cartlidge	Cllr John Webster
*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

THURSDAY 26th SEPTEMBER 2024

AGENDA

33. APOLOGIES FOR ABSENCE

To receive and approve apologies and reason for absence.

34. 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.

35. PUBLIC PARTICIPATION

To convene a public participation session not exceeding 30 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

36. 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

37. CONFIRMATION OF PREVIOUS MINUTES

To receive and confirm the minutes of the committee meeting held on 18th July 2024 and the Extraordinary meeting held on 2nd August 2024

38. FINANCIAL REPORT

To receive and consider the RFO Financial Report for month 3 and month 4

39. PANIC ALARM

To consider quotes for a panic alarm. See Report F&S-24-04

40. GRANT APPLICATION

To receive and review grant applications

41. VOLUNTEER CONTRACT

To consider a volunteer contract

42. GROUNDSMAN

To review the contract of the Groundsman

43. FIRE ESCAPE DOOR

To receive an update from the Town Clerk regarding the purchase of a new fire escape door in the Edward Dunn Memorial Hall

44. AUGUST SHUT-DOWN

To consider a two-week shut-down period in August when the office would be closed to the public

45. STAFFING UPDATE

To receive a Staffing Update from the Town Clerk. See Report F&S-24-05

46. ITEMS FOR THE NEXT AGENDA

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

47. DATE OF NEXT MEETING

To note the date, time and venue of the next meeting scheduled for Thursday 17th October 2024 at 6.45 pm, Edward Dunn Memorial Hall, Maltby