

Meeting re-arranged until 4th Aug

Dalton with Newton Town Council  
Notice of a combined Finance & Staffing Committee Meeting to be held Tuesday 29<sup>th</sup>  
July at 6pm in the Town Hall, Station Road, Dalton at 6pm

Dear Councillor

You are invited to attend a combined meeting of the Finance and Staffing Committees of Dalton with Newton Town on the date specified above.

**1. Apologies for Absence**

To receive and approve any apologies for absence.

**2. Declarations of Interest**

To receive declarations of interest in respect of any items on the agenda.

**3. Exclusion of Press and Public**

To consider the exclusion of the press and public under the Public Bodies (Admissions to Meetings) Act 1960, due to the confidential nature of the business to be transacted in items 4–6 (staffing and personal financial matters).

**4. Pension Scheme Review**

To review the staff pension scheme arrangements, noting the scheme has not been revised since its introduction in 2017, and to consider whether any changes or increases are appropriate.

**5. Retirement of Current Clerk**

To consider the forthcoming retirement of the Town Clerk and any associated financial matters, including the Council's position in relation to legacy employment arrangements.

**6. Staffing Requirement: Maintenance/Gardening Operative**

To consider the proposal for the hire of a part-time/full-time maintenance and gardening operative, including job description, hours, and budget implications.

**7. Staffing Requirement: Administrative Assistant**

To consider the proposal for the hire of an administrative assistant, including justification, job description, hours, and financial implications.

**8. Budget Review and Considerations**

To receive and review up-to-date budget figures and forecasts, particularly in relation to staffing costs and any proposed changes arising from items 4–7.

C Stainton  
Deputy Clerk/RFO

23 July 2025