

MINUTES OF THE FINANCE & STAFFING COMMITTEE HELD ON LINE ON MONDAY 13 JULY 2020.

PRESENT: Cllrs F Matthews, Ms M Davis, M Dyson, S Shaw-Wright and C Laskey

IN ATTENDANCE: Town Clerk and Finance Manager

FS1	TO APPOINT A CHAIR AND VICE CHAIR Councillor F Matthews was nominated and seconded as Chair and Councillor C Laskey as Vice Chair. RESOLVED: That Councillor Matthews be appointed Chair and Councillor Laskey Vice Chair.	
FS2	APOLOGIES FOR ABSENCE Cllrs S Cahill, L Mohd Rofidi and M Mohd Rofidi	
FS3	DISCLOSURE OF INTERESTS There were no Disclosures of Interests	
FS4	MINUTES OF LAST MEETING Minutes of the Finance & Staffing Meeting held on Monday 20 January 2020 were received. RESOLVED: That the minutes be noted.	
FS5	ALLOCATED BALANCES 2019/20 The Clerk presented the allocated balance report for 2019/20 for consideration. RESOLVED: That the allocated balance report for 2019/20 be noted.	
FS6	ALLOCATED BALANCES 2020/21 The Clerk presented the allocated balance report for 2020/21 for consideration. RESOLVED: That the allocated balance report for 2020/21 for consideration.	
FS7	FINANCIAL STRATEGY The Clerk presented the updated Financial Strategy for consideration. The Financial Strategy has been updated to include the new EMR's agreed at an earlier meeting. RESOLVED: That: i) the Financial Strategy be approved and ii) be reviewed every year	

<p>FS8</p> <p>8.1</p> <p>8.2</p>	<p>BUDGET 2019/20</p> <p>The Clerk provided an Income and Expenditure and Budget Narrative reports for consideration.</p> <p>RESOLVED: That the reports be approved.</p> <p>The Clerk provided the Budget Alignment report for consideration.</p> <p>RESOLVED: That the report be approved.</p>	
<p>FS9</p> <p>9.1</p> <p>9.2</p>	<p>BUDGET 2020/21</p> <p>The Clerk provided an Income and Expenditure and Budget Narrative reports for consideration.</p> <p>RESOLVED: That the reports be approved.</p> <p>The Clerk provided the Budget Alignment report for consideration.</p> <p>RESOLVED: That the report be approved.</p>	
<p>FS10</p>	<p>RBS PHASED BUDGET MODULE</p> <p>The Clerk asked the committee to consider purchasing the Phased Budget Module as an addition to the RBS Accounts package. The Finance Manager is to have an on-line demonstration of the module and then report back to the Chair of Finance & Staffing with pro's and con's.</p> <p>RESOLVED: That the Finance Manager reports back to the Chair of Finance & Staffing after viewing the demonstration.</p>	<p>Finance Manager</p>
<p>FS11</p>	<p>INVESTMENT UPDATE</p> <p>The Finance Manager provided the investment report. It was agreed to invest the 2019/20 CCLA dividends ££4,510.08 into the 12 month Term Deposit Account.</p> <p>The Chair asked that investment options for both the 6 month and 12 month Term Deposit Accounts be provided for the next Finance & Staffing Meeting.</p> <p>RESOLVED THAT:</p> <ul style="list-style-type: none"> i) The CCLA 2019/20 dividends of £4,510.08 be invested into the 12 month Term Deposit Account, and ii) Investment options for both the 6 month and 12 month Term Deposit Accounts be provided to the next Finance & Staffing meeting. <p>RECOMMENDATION TO COUNCIL THAT: The CCLA 2019/20 dividends of £4,510.08 be invested into the 12 month Term Deposit Account</p>	<p>Finance Manager Finance Manager</p>

<p>FS12</p> <p>12.1</p>	<p>POLICY REVIEW</p> <p>The Clerk provided the Accounts Procedure for review.</p> <p>RESOLVED THAT:</p> <ul style="list-style-type: none"> i) The Accounts Procedure be approved, and ii) The review date be July 2022 <p>RECOMMENDATION TO COUNCIL THAT:</p> <ul style="list-style-type: none"> i) The Accounts Procedure be approved, and ii) The review date be July 2022 	
<p>12.2</p>	<p>The Clerk provided the Retirement Policy for consideration. The Clerk was asked to change the wording “contractually permanent” to “contractually definite”.</p> <p>The Retirement Policy will now go for staff consultation.</p> <p>RESOLVED: That the wording is changed as above and the policy goes for staff consultation.</p>	<p>The Clerk</p>
<p>12.3</p>	<p>The Clerk provided the Grievance Policy which has been issued by NALC following the outcome of the Ledbury Court Case.</p> <p>The Clerk was asked to clarify with NALC as whether as a larger council the existing process whereby the Clerk deals with any grievance in the first instance would pose any problems.</p> <p>RECOMMENDATION TO COUNCIL THAT: The Clerk clarifies with NALC if the existing process whereby the Clerk deals in the first instance with any grievances would pose any problems.</p>	<p>The Clerk</p>
<p>12.4</p> <p>12.4.1</p>	<p>The Clerk provided the updated Financial Regulations with regards to the appointment of the Finance Manager.</p> <p>RECOMMENDATION TO COUNCIL THAT:</p> <ul style="list-style-type: none"> i) The Financial Regulations be adopted and ii) Be reviewed annually at Annual Council <p>The Clerk updated that the Chair of Finance & Staffing and the Clerk had been unable to meet due to Covid-19 restrictions, however they had reviewed the Financial Regulations by corresponding by email.</p>	
<p>12.5</p>	<p>The Clerk provided a new model Code of Conduct produced by The Local Government Association for consultation. NALC had strongly encouraged all local councils to respond to the consultation.</p> <p>The committee agreed that it was in the best interests of all for all members to uphold the Code of Conduct.</p> <p>RESOLVED: That the above be noted.</p>	

<p>FS13</p>	<p>HEALTH, SAFETY AND WELFARE WORKING GROUP UPDATE</p> <p>The Clerk updated that a Health, Safety and Welfare Working Group meeting would be held on Tuesday 28 July at 11.30 am. The Clerk updated that there had been no near misses or accidents to report.</p>	
<p>FS14</p> <p>14.1</p> <p>14.2</p> <p>14.3</p>	<p>SECTION 106 & CIL UPDATE</p> <p>The Clerk provided an update on committed expenditure and S106 funds available.</p> <p>RESOLVED: That the update be noted</p> <p>The Clerk asked the committee to consider allocating some S106 funds for an Inclusive Roundabout.</p> <p>It was agreed to request tenders for two Inclusive Roundabouts, one each for Barwic Parade and Flaxley Road Play areas.</p> <p>The Clerk was asked to confirm with the S106 Officer at SDC if there was any unclaimed funds in other councils on the Towns' boundaries or any unspent SDC funds.</p> <p>RESOLVED: That tenders are requested for two Inclusive Roundabouts.</p> <p>The Clerk provided an update on CIL funding available.</p> <p>The Clerk updated that the process of Selby District Council holding CIL funds for parish councils is changing and from September 2020 the funds will automatically be passed onto local councils.</p> <p>RESOLVED: That the updates be noted.</p> <p>RECOMMENDATION TO COUNCIL THAT:</p> <ul style="list-style-type: none"> i) Tenders are requested for two Inclusive Roundabouts, one each for Barwic Parade and Flaxley Road areas ii) S106 Funds be used to purchase the Inclusive Roundabouts, iii) Any balance owing be taken from EMR Efficiency Fund iv) The Clerk seeks confirmation of any S106 unspent funds from local councils around the Town's boundaries or being held by SDC 	<p>Resource Manager</p> <p>The Clerk</p>
<p>FS15</p>	<p>DIRECT DEBIT/STANDING ORDER LIST</p> <p>The Clerk provided the updated Direct Debit/Standing Order list</p>	

	RESOLVED: That the update be noted.	
FS16	YEAR END ACCOUNTS	
16.1	The Clerk provided the Annual Governance Annual Return for approval. RESOLVED: That the Annual Governance Annual return be approved.	
16.2	The Clerk provided the year-end report from the Internal Auditor for consideration. RESOLVED: That the report be approved. RECOMMEDATION TO COUNCIL THAT: The Annual Governance Annual Return be approved and signed by the Chair.	The Chair
FS17	IT PROVISION UPDATE	
	The Clerk updated that 15 Lenovo notebooks had been purchased for Councillors. It was agreed to purchase 13 Office 365 Premium Business licences and 5 Office 365 Business Basic licences for the Councillors who already have devices provide by SDC or NYCC. All Councillors will be provided with a new email address. The monthly cost for Office 365 for Councillors will be £141.20 RESOLVED: That the updates be noted.	
FS18	PRIVATE SESSION	
	A motion was agreed to move to Private Session.	
FS19	STAFFING 2019/20	
	The Clerk provided a staffing update report. It was noted that the overtime was underspent. RESOLVED: That the report be approved.	
FS20	STAFFING 2020/21	
	The Clerk provided a staffing update report. RESOLVED: That the report be approved.	
FS21	CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS	
21.1	The Clerk asked the committee to consider moving the date of the October Finance & Staffing Meeting from 12 October 2020 to 19 October 2020, and all future Finance & Staffing meetings to the 3 rd week in the month. This would ensure that full quarterly reports	

	<p>could be presented at the meetings. The Clerks requested was approved.</p> <p>RESOLVED: That the date of the next Finance & Staffing Committee would be the 19th October 2020, and future Finance & Staffing committees would be moved to the 3rd week in the month.</p>	
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Monday 27 July 2020	Council
Monday 7 September 2020	Land & Property Committee
Friday 11 September 2020	Market Working Group
Monday 14 September 2020	Town Hall Management Group
Monday 28 September 2020	Council
Monday 19 October 2020	Finance & Staffing
Monday 26 October 2020	Council
Monday 30 November 2020	Council
Monday 7 December 2020	Land & Property Committee
Monday 21 December 2020	Council Special Budget Meeting