

Town Clerk  
Mrs G Bell

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12 January 2021

Dear Councillor

### **Finance & Staffing Committee Meeting – Monday 18 January 2021**

You are hereby summoned to attend the meeting of Selby Town Council which has been arranged to be held on line on **MONDAY 18 January 2021 AT 7.00PM.**

**LOG IN – The login details have been emailed to you and are available to members of the public upon request from the Clerk.**

*In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 the Public and press may attend the meeting.*

*Recording at Council Meetings: Recording is allowed at Council, committee and sub-committee meetings which are open to the public, subject to: (i) the recording being conducted with full knowledge if the Chairman of the meeting; and (ii) compliance with the Town Council's Recording of Meetings Policy. Anyone wishing to record must contact the Town Clerk prior to the start of the meeting. Any recording must be conducted openly and not in secret.*

Yours sincerely

*G Bell*

Clerk to the Council

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The Town Hall,  
York Street  
Selby YO8 4AJ  
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Email:  
[admin@selbytowncouncil.gov.uk](mailto:admin@selbytowncouncil.gov.uk)

To: Cllrs F Matthews, M Rofidi, M Davis, Mrs W Nichols, M Dyson,  
C Laskey, L Rofidi and S Shaw-Wright

**All Councillors for information**

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## **A G E N D A**

### **FS36 APOLOGIES FOR ABSENCE**

### **FS37 DISCLOSURE OF INTEREST**

### **FS38 MINUTES OF LAST MEETING**

**To note** the minutes of the Finance & Staffing Committee meeting held on the 19 October 2020. These minutes have been previously ratified at Council on 26 October 2020 (Pages 6 to 10 attached)

### **FS39 ALLOCATED BALANCES 2020/21**

**To consider** the Allocated Balance Report as at 31 December 2020 (Page 11 attached)

### **FS40 BUDGET POSITION 2020/21**

40.1 **To consider** the Income and Expenditure report and budget narrative report provided as at 31 December 2020 (Pages 12 to 17 attached)

40.2 **To receive** the budget alignment report up to 31 December 2020 (Page 18 attached)

### **FS41 INVESTMENT UPDATE**

**To receive** the report of the Finance Manager and **review** with regard to the CCLA Investment and Yorkshire Bank. (Pages 19 to 20 attached).

### **FS42 POLICY REVIEW**

42.1 **To consider** appointing a working group to review the Draft Retirement Policy provided by the Clerk. Currently all employees are

members of the Local Government Pension Scheme (LGPS 2014). Previous Retirement Policies refer to the LGPS 2011. (Pages 21 to 22 attached).

42.2 **To review** the Lone Working Policy and **to agree** a review date (Pages 23 to 28 attached).

**RECOMMENDATION TO COUNCIL THAT:**

- i) **The Lone Working Policy be approved, and**
- ii) **The review date be agreed.**

42.3 **To review** the Disciplinary Policy and **to agree** a review date (Pages 29 to 43 attached).

**RECOMMENDATION TO COUNCIL THAT:**

- i) **The Disciplinary Policy be approved, and**
- ii) **The review date be agreed.**

42.4 **To review** the Grievance Policy and **to agree** a review date (Pages 44 to 49 attached).

**RECOMMENDATION TO COUNCIL THAT:**

- iii) **The Grievance Policy be approved, and**
- iv) **The review date be agreed.**

42.5 **To review** the Business Continuity Plan and **to agree** a review date. (pages 50 to 60 attached).

**RECOMMENDATION TO COUNCIL THAT:**

- v) **The Business Continuity Plan be approved, and**
- vi) **The review date be agreed.**

## FS43 HEALTH, SAFETY AND WELFARE WORKING GROUP

**To note** that the date of the next Health, Safety and Welfare Group is to be held on Monday 15 February 2021, subject to at least one new member being appointed at January Council.

**To note** that there have been no near misses or accidents to report.

## FS44 SECTION 106 & CIL UPDATE

44.1 **To note** the balance of S106 funds is currently nil.

44.2 **To consider** the update of the Clerk with regard to CIL funding available.

<b>CIL Receipts</b>	<b>£</b>	<b>To be used by or returned to SDC</b>
2015/16	0	
2016/17	113.24	August 2021
2017/18	711.71	June 2022
	1,376.13	January 2023
	165.00	February 2023
	264.00	March 2023
2018/19	5,030.42	February 2024
	1,564.53	February 2024
2019/20 (To Oct 19)	25.67	July 2024
2019/20 ( Oct 19 to Mar 20)	375.40	March 2025
<b>Total of CIL Receipts available</b>	<b>9,626.09</b>	

## FS45 MARKET IT SOFTWARE

**To consider** purchasing market IT software. This has been approved for 2021/22 at the Council Special Budget Meeting held on Monday 21 December 2020. The Market/Events Manager has confirmed there are sufficient funds left in the current years budget to purchase the

PDQ machine and lease the software to end of the financial year.  
(Pages 61 to 62 attached).

#### **FS46 CEMETERY LODGE PROPERTY INSPECTION**

**To consider** engaging No.1 Letting Agency to carry out Annual Inspection of the Cemetery Lodge. The fee is £30 + VAT

#### **FS47 PRIVATE SESSION**

**In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 the Public and press will be excluded from the meeting for the discussion of the following exempt business.**

#### **FS48 STAFFING**

48.1 **To receive** and **consider** the staffing update report of the Finance Manager up to 31.12.20 (Page 63 attached)

48.2 **To note** a disciplinary was held and a sanction was applied. An appeal was lodged and the sanction was upheld.

48.3 **To receive** and **consider** the mobile phone report of the Clerk (Page 64 attached).

#### **FS49 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS**

Monday 25 January 2021	Council
Monday 22 February 2021	Council
Monday 1 March 2021	Land & Property Committee
Monday 8 March 2021	Town Hall Management Committee
Monday 29 March 2021	Council
Monday 12 April 2021	Special Council Grants Meeting
Monday 26 April 2021	Council
Monday 17 April 2021	Finance & Staffing Committee