

Town Clerk
Mrs G Bell

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13 July 2021

Selby Town Council,
The Town Hall,
York Street
Selby YO8 4AJ
Tel: 01757 708449
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Dear Councillor

Finance & Staffing Committee Meeting – Monday 19 July 2021

You are hereby summoned to attend the meeting of Selby Town Council which has been arranged to be held online on **MONDAY 19 JULY 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 of 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

Clerk to the Council

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

All Councillors for information

A G E N D A

FS1 TO APPOINT A CHAIR AND VICE CHAIR

FS2 APOLOGIES FOR ABSCENCE

FS3 DISCLOSURE OF INTEREST

FS4 MINUTES OF LAST MEETING

To **note** the minutes of the Finance & Staffing Committee meeting held on the 17 May 2021. These minutes have been previously ratified at Council on 24 May 2021. (Pages 5 to 10 attached).

FS5 ALLOCATED BALANCES 2021/22

To **consider** the Allocated Balance Report as of 30 June 2021. (Page 11 attached)

FS6 FINANCIAL REGS

To **consider** and **review** the updated Financial Regulations. (Pages 12 to 23 attached).

FS7 BUDGET POSITION 2021/22

FS7.1 To **consider** the Income and Expenditure report and budget narrative report provided as of 30 June 2021. (Pages 24 to 29 attached).

FS7.2 To **receive** the budget alignment report up to 30 June 2021. (Page 30 attached)

FS8 INVESTMENT UPDATE

To **receive** the report of the Finance Manager and review with regard to the CCLA Investment and Virgin Bank. (Pages 31 to 32 attached).

FS9 POLICY REVIEW

FS9.1 To **consider** the new Draft Information Technology Security Policy. The Clerk has updated this policy as requested at a previous meeting. (Pages 33 to 44).

To **consider** a review date.

FS9.2 To **consider** the new Draft Communications Policy. The Clerk has combined the Media, social media and E-mail and Internet Policies into one policy. (Pages 45 to 65 attached).

To **consider** a review date.

FS9.3 To **consider** the new Anti-harassment & Bullying Policy. (Pages 66 to 78 attached).

To **consider** a review date.

FS10 HEALTH, SAFETY AND WELFARE WORKING GROUP UPDATE

To **note** the next meeting is scheduled for Monday 20 September 2021. The Health & Safety Procedure will be reviewed at this meeting.

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

FS11 SECTION 106 & CIL UPDATE

FS11.1 To **note** the balance of S106 is NIL.

FS11.2 To **consider** the update of the Clerk with regard to CIL funding available.

CIL Retained Receipts	Balance available £	To be used by or returned to SDC
2017/18	1,374.58	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
Total of CIL Receipts available	8,799.60	

The Clerk updates that 3 waste bins have been ordered for Abbots Road Estate from CIL funds at a total cost of £826.50 ex VAT. The CIL table has been adjusted accordingly. Barwic Parade are running a painting competition and the winners will have their paintings displayed on the bins.

FS12 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.

FS13 STAFFING 2021/22

To **consider** the staffing update report of the Finance Manager for 2021/22 (Page 79 attached)

FS14 DRAFT PERFORMANCE IMPROVEMENT POLICY/CAPABILITY POLICY

To **consider** the responses to the Draft Performance Improvement Policy following staff consultation. Staff comments are typed in red, and the Clerk has added responses in blue.

The Clerk has provided a Draft Capability Policy as an alternative to the Draft Performance Improvement Policy to be **considered**. (Pages 80 to 98 attached).

To **consider** a review date.

FS15 MARKET/EVENTS MANAGER – MATERNITY LEAVE

To **note** the Market/Events Manager will start her maternity leave on 31 July 2021. Although Statutory Maternity Leave is 52 weeks, the Market/Events Manager has written that she

[REDACTED]

Pages 99 to 100 attached).

FS16 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

Monday 26 July 2021	Council
Monday 6 September 2021	Land & Property Committee
Friday 10 September 2021	Market Working Group
Monday 13 September 2021	Town Hall Management Committee
Monday 20 September 2021	Health, Safety & Welfare Group
Monday 27 September 2021	Council
Monday 18 October 2021	Finance & Staffing Committee
Monday 25 October 2021	Council