

**Town Clerk
Mrs G Bell**

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12 October 2021

Selby Town Council,
The Town Hall,
York Street
Selby YO8 4AJ
Tel: 01757 708449
Email:
admin@selbytowncouncil.gov.uk

Dear Councillor

Finance & Staffing Committee Meeting – Monday 18 October 2021

You are hereby summoned to attend the meeting of Selby Town Council which has been arranged to be held online on **MONDAY 18 OCTOBER 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 Davis, W Nichols, M Dyson, C Laskey, J Proud and S Shaw-Wright

All Councillors for information

A G E N D A

FS17 APOLOGIES FOR ABSCENCE

FS18 DISCLOSURE OF INTEREST

FS19 MINUTES OF LAST MEETING

To **note** the minutes of the Finance & Staffing Committee meeting held on the 19 July 2021. These minutes have been previously ratified at Council on 26 July 2021. (Pages 5 to 8 attached).

FS20 ALLOCATED BALANCES 2021/22

To **consider** the Allocated Balance Report as of 30 September 2021. (Page 9 attached)

FS21 BUDGET POSITION 2021/22

FS21.1 To **consider** the Income and Expenditure report and budget narrative report provided as of 30 September 2021. (Pages 10 to 15 attached).

FS21.2 To **receive** the budget alignment report up to 30 September 2021. (Page 16 attached)

FS22 INVESTMENT UPDATE

FS22.1 To **receive** the report of the Finance Manager and review with regard to the CCLA Investment and Virgin Bank. (Pages 17 to 18 attached).

FS22.2 To **receive** and **consider** the Investment Interest Rate Report. (Page 19 attached).

FS23 POLICY REVIEW

FS23.1 To **note** the new Information Technology Security Policy has followed the staff consultation procedure and received no comments. It was agreed at July Finance & Staffing Committee to set a review date of one year.

FS23.2 To **note** the new Communications Policy has followed the staff consultation procedure and received no comments. It was agreed at July Finance & Staffing Committee to set a review date of one year.

FS23.3 The Anti-Harassment and Bullying Policy was provided previously. The Clerk was asked to confirm the legal definition of “Harassment”. The definition from ACAS is provided below.

“ACAS definition of harassment:

Harassment is when bullying or unwanted behaviour is about any of the following 'protected characteristics' under discrimination law:

age

disability

gender reassignment

race

religion or belief

sex

sexual orientation”

To **agree** a review date.

FS23.4 To **review** the Corporate Risk Assessment (Pages 20 to 31 attached).

To **consider** a review date.

FS23.5 To **review** the Financial Strategy. (Pages 32 to 42 attached).

To **consider** a review date.

FS23.6.1 To **consider** the Retirement Policy and LGPS Employer Discretion Policy and to **agree** a review date. An agreed working group met to consider and agree the Retirement Policy and the statements attached to the LGPS Employer Discretion Policy. (Pages 43 to 57 attached).

FS23.6.2 To **consider** the Draft Injury Allowance Payment Scheme and **agree** a review date. This is a requirement of the LGPS Employer Discretion Policy. (Pages 58 to 62 attached).

FS23.7 To **consider** the Clerks request to move the Grants Policy to the February Meeting.

FS24 HEALTH, SAFETY AND WELFARE WORKING GROUP UPDATE

To **consider** and **approve** the notes from the Health, Safety & Welfare Group meeting held on 20 September 2021. (Pages 63 to 64 attached).

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

FS25 SECTION 106 & CIL UPDATE

FS25.1 To **note** the balance of S106 is NIL.

FS25.2 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	

FS26 To **consider** increasing the DD limit for the bar order.

FS27 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.

FS28 STAFFING 2021/22

To **consider** the staffing update report of the Finance Manager for 2021/22 (Page 65 attached)

FS29 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

Monday 25 October 2021	Council
Monday 28 November 2021	Council
Monday 5 December 2021	Land & Property Committee
Monday 19 December 2021	Council Special Budget Meeting
Monday 30 January 2022	Council
Monday 6 February 2022	Finance & Staffing Committee