

MINUTES OF THE FINANCE & STAFFING COMMITTEE HELD ONLINE ON MONDAY 18 OCTOBER 2021

PRESENT: Cllrs F Matthews (Chair), M Davis, C Laskey, S Shaw-Wright, M Dyson, and W Nichols

IN ATTENDANCE: Town Clerk and Finance Manager

FS17 APOLOGIES FOR ABSENCE

Apologies were received from Cllr J Proud.

FS18 DISCLOSURE OF INTEREST

There were no Disclosures of Interests.

FS19 MINUTES OF THE LAST MEETING

Minutes of the Finance & Staffing Meeting held on Monday 19 July 2021 were received. These minutes had previously been ratified at Council on 26 July 2021.

RESOLVED: That the Minutes of the Finance & Staffing Committee held on Monday 19 July 2021 be noted.

FS20 ALLOCATED BALANCES 2021/22

The Finance Manager presented the allocated balance report for 2021/22 for consideration.

RESOLVED: That the report be noted.

FS21 BUDGET POSITION 2021/22

FS21.1 The Finance Manager provided the Income and Expenditure and Budget Narrative reports for consideration.

RESOLVED THAT:

- i. The reports be noted,
- ii. The Clerk and Finance Manager to review the Asset Register and include Longmann Hills Farmhouse Heating System

FS21.2 The Finance Manager provided the Budget Alignment report for consideration.

RESOLVED: That the update be noted.

FS22 INVESTMENT UPDATE

FS22.1 The Finance Manager presented the investment report.

RESOLVED: That the report be noted.

FS22.2 The Investment Report was considered by the committee. It was agreed that as Triodos is an ethical and environmental bank it was a better 'fit' with the Town Councils Policies.

RECOMMENDATION TO COUNCIL: That both the 6 month and 12 month Term Deposit Accounts be moved to 6 month accounts with Triodos.

FS23 POLICY REVIEW

FS23.1 The Clerk updated that the Information Technology Security Policy had been through the Staff Consultation process and no comments had been received. It had been resolved at July 2021 Finance & Staffing Committee to set a review date of one year.

RECOMMENDATION TO COUNCIL: That the policy be approved and the review date set for one year.

FS23.2 The Clerk updated that the Communications Policy had been through the Staff Consultation process and no comments had been received. It had been resolved at July 2021 Finance & Staffing Committee to set a review date of one year.

RECOMMENDATION TO COUNCIL: That the policy be approved and the review date set for one year.

FS23.3 The Anti-Harassment and Bullying Policy had been considered at the last meeting. The Clerk confirmed the wording for the legal definition of "Harassment".

RECOMMENDATION TO COUNCIL: That the policy be approved and the review date set for 2 years.

FS23.4 The Corporate Risk Assessment was reviewed.

RECOMMENDATION TO COUNCIL: That the Corporate Risk Assessment be approved and the review date set for one year.

FS23.5 The Financial Strategy was reviewed. It was agreed that this should be included in the New Councillor's induction pack.

RECOMMENDATION TO COUNCIL: That the Financial Strategy be approved and the review date set for 1 year.

FS23.6.1 The Retirement Policy and LGPS Employer Discretion Policy were considered.

RECOMMENDATION TO COUNCIL THAT:

- i. The Retirement Policy be approved,**
- ii. A review date be set for 3 years**
- iii. The LGPS Employer Discretion Policy be approved, and**

iv. A review date be set for 3 years

FS23.6.2 The Injury Allowance Payment Scheme was considered.

RECOMMENDATION TO COUNCIL: That the Injury Allowance Payment Scheme be approved and the review date set for 3 years

FS23.7 The Clerks request to move the review of the Grants Policy to the February meeting was considered.

RESOLVED: That approval be given to move the review of the Grants Policy to the next meeting.

FS24 HEALTH, SAFETY AND WELFARE WORKING GROUP UPDATE

The notes of the Health, Safety and Welfare Working Group were considered.

The Clerk updated that operating/instruction sheets were in the process of being written to be displayed along with the appropriate equipment. It was agreed that these should be in a clear and easy to understand format.

The Clerk updated that there had been no accidents or near misses and that the next meeting is scheduled for Monday 21 February 2022.

RESOLVED THAT:

- i. The notes of the meeting held on 20 September be approved, and,**
- ii. The Clerk's update's be noted**

FS25 SECTION 106 & CIL UPDATE

FS25.1 It was noted that the balance of S106 is NIL. The Clerk was asked to write to Selby District Council requesting if there were any unspent S106 funds available from neighbouring parishes or the district.

RESOLVED: That the Clerk write to SDC and request if there are any unspent S106 funds available for the Town Council to use.

FS25.2 The committee noted the update from the Clerk. It was agreed to consider CIL expenditure at the next meeting.

FS26 The committee considered increasing the DD limit for the Bar Order to £500.

RECOMMENDATION TO COUNCIL : That the Bar Order DD limit be increased to £500.

FS27 PRIVATE SESSION

A motion was agreed to move to Private Session.

FS28 STAFFING 2021/22

The Finance Manager provided a staffing update report.

RESOLVED: That the report be noted.

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