

**Town Clerk
Mrs G Bell**

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1 February 2022

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 7 February 2022

You are hereby summoned to attend the meeting of Selby Town Council which has been arranged to be held online on **MONDAY 7 FEBRUARY 2022 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

FS30 APOLOGIES FOR ABSENCE

FS31 DISCLOSURE OF INTEREST

FS32 MINUTES OF LAST MEETING

To **note** the minutes of the Finance & Staffing Committee meeting held on the 18 October 2021. These minutes have been previously ratified at Council on 25 October 2021. (Pages 5 to 8 attached).

FS33 ALLOCATED BALANCES 2021/22

To **consider** the Allocated Balance Report as of 31 December 2021. (Page 9 attached)

FS34 BUDGET POSITION 2021/22

FS34.1 To **consider** the Income and Expenditure report and budget narrative report provided as of 31 December 2021. (Pages 10 to 15 attached).

FS34.2 To **receive** the budget alignment report up to 31 December 2021. (Page 16 attached)

FS35 INVESTMENT UPDATE

FS35.1 To **receive** the report of the Finance Manager and review with regard to the CCLA Investment and Virgin Bank. (Pages 17 attached).

FS35.2 To **receive** and **consider** the Investment Report. (Page 18 attached).

FS36 BANKING ARRANGEMENTS

To **consider** the council's banking arrangements following the closure of the Selby branch of Virgin Money.

FS37 CORPORATE MULTI PAY CARD

To **consider** increasing the credit limit from £1000 to £2000. This will reduce the need for petty cash payments.

FS38 POLICY REVIEW

FS38.1 To **consider** the Sickness Policy. The Clerk has reviewed and updated the Policy following guidance from NALC. The policy would need to follow the Staff Consultation Policy before approval. (Pages 19 to 29 attached).

FS38.2 To **consider** the Capability Policy. The Clerk has re-drafted the policy. The policy would need to follow the Staff Consultation Policy before approval. (Pages 30 to 33 attached).

FS39 HEALTH, SAFETY AND WELFARE WORKING GROUP UPDATE

To **note** the next meeting of the Health, Safety and Welfare Working Group will be held on 21 March 2022 at 7pm to be held on-line.

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

FS40 SECTION 106 & CIL UPDATE

FS40.1 To **note** the balance of S106 is NIL.

FS40.2 To **consider** the update of the Finance Manager 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 has contacted the CIL Officer at Selby District Council with regard to any unspent CIL or S106 Monies in neighbouring parishes or the District. The CIL Officer confirmed that there were no unspent monies.

FS41 To **Note** that an account has been set up with Bulb Energy for gas and electricity at the cemetery lodge to be paid by direct debit of £91 per month

FS42 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.

FS43 STAFFING 2021/22

To **consider** the staffing update report of the Finance Manager for 2021/22 (Page 34 attached)

FS44 BUSINESS CONTINUITY PLAN

To **review** the Business Continuity Plan and to **agree** a review date. (Pages 35 to 41 attached).

FS45 LONGMANN HILL FARMHOUSE

To **receive** and **consider** an email from No.1 Letting. (Page 42 attached).

FS46 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

Monday 28 February 2022	Council
Monday 7 March 2022	Land & Property Committee
Monday 14 March 2022	Town Hall Management Committee
Monday 21 March 2022	Health, Safety & Welfare Group
Monday 11 April 2022	Special Council Grants Meeting
Monday 25 April 2022	Council
Monday 16 May 2022	Finance & Staffing Committee