

MINUTES OF THE FINANCE & STAFFING COMMITTEE HELD ONLINE ON MONDAY 7 FEBRUARY 2022

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

IN ATTENDANCE: Town Clerk and Finance Manager

FS30 APOLOGIES FOR ABSENCE

All the committee members were present.

FS31 DISCLOSURE OF INTEREST

There were no Disclosures of Interests.

FS32 MINUTES OF THE LAST MEETING

Minutes of the Finance & Staffing Meeting held on Monday 18 October 2022 were received. These minutes had previously been ratified at Council on 25 October 2021.

RESOLVED: That the Minutes of the Finance & Staffing Committee held on Monday 25 October 2021 be noted.

FS33 ALLOCATED BALANCES 2021/22

The Finance Manager presented the allocated balance report for 2021/22 for consideration. The Finance Manager was asked to include the approved adjustment to the balances to the report for the next meeting.

RESOLVED: That the report be noted.

FS34 BUDGET POSITION 2021/22

FS34.1 The Finance Manager provided the Income and Expenditure and Budget Narrative reports for consideration. It was noted that the report showed a reduction in Town Hall Income and the Finance Manager was asked to provide an explanation to the next Council meeting.

RESOLVED THAT:

- i. That the reports be noted, and**
- ii. The Finance Manager provides an explanation for the reduction in reported Town Hall income.**

FS34.2 The Finance Manager provided the Budget Alignment report for consideration.

RESOLVED: That the update be noted.

FS35 INVESTMENT UPDATE

FS35.1 The Finance Manager presented the investment report.

RESOLVED: That the report be noted.

RECOMENDATION TO COUNCIL: That the CCLA Dividend for 2021/22 of £3,923.65 be invested with the balance of the 12mth Term Deposit account

FS35.2 The Investment Report was considered by the committee. It was noted that Triodos is currently closed for new applications. It was agreed to move the funds from the closed 6mth and 12mth Term Deposit accounts into a Unity Trust Bank Savings account in the short term and the Finance Manager to provide investment options to be reviewed at the next Finance and Staffing Committee.

RESOLVED THAT:

- i. The report be noted**
- ii. To move the funds from the closed 6mth and 12mth Term Deposit accounts into a savings account with Unity Trust Bank**
- iii. The Finance Manager to provide investment options to be reviewed at the next Finance and Staffing Committee**

RECOMMENDATION TO COUNCIL: That the funds from the closed 6mth and 12mth Term Deposit accounts into a savings account with Unity Trust Bank

FS36 BANKING ARRANGEMENTS

The Finance Manager updated the committee on the difficulties accessing the current bank account following the closure of the local branch of Virgin Bank. Due to the closure of the branch there were no agreements in place with Unity Trust Bank to withdraw cash from any of the remaining banks in Selby. There are two options available to Council, withdrawal of cash using the Corporate Multi Pay Card and opening a basic current account with a high street bank with a branch in the Town.

RECOMMENDATION TO COUNCIL: The Finance Manager and Clerk, in agreement with the Chair and Chair of Finance and Staffing, to choose the best option based on costs and convenience.

FS37 CORPORATE MULTI PAY CARD

The Finance Manager requested an increase to the credit limit from £1,000 to £2,000 to reduce the need for and increase security regarding petty cash.

RECOMMENDATION TO COUNCIL: That the credit limit to the Corporate Multi Pay Card be increased to £2,000.

FS38 POLICY REVIEW

FS38.1 The Sickness Policy was considered. The policy had been updated following guidance from NALC. It was agreed to include “Paid time for medical appointments likely to take longer than 2 hours, i.e. outside of the town, will be considered individually by the Clerk”. The Sickness Policy will follow staff consultation.

RESOLVED: That the policy to go to Staff Consultation with the above amendment.

FS38.2 The Capability Policy was considered. The following amendments were agreed:

1. Paragraph 2 – “Proper support, training and supervision ...”
2. Paragraph 3.1 – “ The necessary actions required to be carried out by the employer or manager to aid improvement e.g. training, mentoring or support”
3. Paragraph 3.2 – “...record progress against the agreed Performance Improvement Plan at least monthly and then at mutually agreed intervals”.

RESOLVED: That the policy to go to Staff Consultation with the above amendments.

FS39 HEALTH, SAFETY AND WELFARE WORKING GROUP UPDATE

It was agreed to add the Office Risk Assessments to the agenda to be reviewed at the next meeting along with the Health & Safety Policy.

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

FS40 SECTION 106 & CIL UPDATE

FS40.1 It was noted that the balance of S106 is NIL. The Clerk updated that the S106 Officer at Selby District Council had clarified that there were no unspent S106 funds in neighbouring parishes available for the Town Council to use.

FS40.2 The committee noted the update from the Finance Manager. The Clerk updated that it was being considered to use the CIL funds towards the

expenditure for the provision of a CCTV camera at Barwic Parade Play area.

FS41 The Finance Manager updated that an account had been set up with Bulb Energy for the gas and electricity at the Cemetery Lodge to be paid by direct debit of £91 per month. The Chair asked for the Direct Debit / Standing Order list be added to the agenda as a standing item.

RESOLVED: That the Direct Debit / Standing Order list be added to the agenda as a standing item.

FS42 PRIVATE SESSION

A motion was agreed to move to Private Session.

FS43 STAFFING 2021/22

The Finance Manager provided a staffing update report.

RESOLVED: That the report be noted.

FS44 BUSINESS CONTINUITY PLAN

The Business Continuity Plan was reviewed. It was agreed to review in one year's time.

RESOLVED: That the Business Continuity Plan be reviewed in 1 year.

FS45 LONGMANN HILL FARMHOUSE

An email received from No.1 Letting was received and considered. The tenant has been without heating since 11 January 2022 as part to repair the system was on order.

RECOMMENDATION TO COUNCIL THAT:

- i. The tenant receives 20% per week reduction in rent in compensation for the time they were without heating, and**
- ii. A contribution towards the tenants electric bill, if the tenant can show how much extra electricity has been used over the same period as last year, be provided.**

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 28 March 2022	Council
Monday 11 April 2022	Special Council Grants Meeting
Monday 25 April 2022	Council
Monday 16 May 2022	Finance & Staffing Committee