

**Town Clerk  
Mrs G Bell**

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24 May 2022

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

Dear Councillor

**Finance & Staffing Committee Meeting – Monday 30 May 2022**

You are hereby summoned to attend the meeting of Selby Town Council which has been arranged for **MONDAY 30 MAY 2022 AT 7.00PM** at the Town Hall, York Street, Selby.

*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 W Nichols, K Franks, M Dyson, C Laskey, J Proud and S Shaw-Wright,  
F Matthews, M Davis and T Beharrell**

**All Councillors for information**

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## **A G E N D A**

### **FS1 TO APPOINT A CHAIR AND VICE CHAIR**

### **FS2 APOLOGIES FOR ABSENCE**

### **FS3 DISCLOSURE OF INTEREST**

### **FS4 MINUTES OF LAST MEETING**

FS4.1 To **note** the minutes of the Finance & Staffing Committee meeting held on the 7 February 2022. These minutes have been previously ratified at Council on 28 February 2022. (Pages 5 to 8 attached).

FS4.2 To **receive** and **consider** the notes from the Health, Safety and Welfare Working Group held on 21 March 2022. (Page 9 attached).

### **FS5 ALLOCATED BALANCES 2021/22**

To **consider** the Allocated Balance Report as of 31 March 2022. (Page 10 attached)

### **FS6 BUDGET POSITION 2021/22**

FS6.1 To **consider** the Income and Expenditure report and budget narrative report provided as of 31 March 2022. (Pages 11 to 17 attached).

FS6.2 To **receive** the budget alignment report up to 31 March 2022. (Page 18 attached)

### **FS7 INVESTMENT UPDATE**

FS7.1 To **receive** the report of the Finance Manager and review with regard to the CCLA Investment and Unity Trust Savings Account. (Page 19 attached).

FS7.2 To **note** the Investment Options Report will be presented to the Finance & Staffing Committee at the next meeting in July.

**FS8 DIRECT DEBIT / STANDING ORDER LIST**

To **receive** the updated Direct Debit / Standing Order List (Page 20 attached).

**FS9 POLICY REVIEW**

FS9.1 To **consider** the response from the staff consultation to the Sickness Policy and to **agree** a review date. Staff comments are in red. (Pages 21 to 32 attached).

**RECOMMENDATION TO COUNCIL THAT:**

- i. **The Sickness Policy be approved, and**
- ii. **The review date be agreed**

FS9.2 To **consider** the response from the staff consultation to the Capability Policy and to **agree** a review date. (Pages 33 to 37 attached).

**RECOMMENDATION TO COUNCIL THAT:**

- i. **The Capability Policy be approved, and**
- ii. **The review date be agreed**

**FS10 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 September 2022 at 7pm to be held on-line.

To **note** an incident on the Farmers and Craft Market. See item FS14 in Private session.

**FS11 SECTION 106 & CIL UPDATE**

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

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

<b>CIL Retained Receipts</b>	<b>Balance available £</b>	<b>To be used by or returned to SDC</b>
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
<b>Total of CIL Receipts available</b>	<b>8,799.60</b>	

## **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 38 attached)

## **FS14 INCIDENT ON FARMERS & CRAFT MARKET**

To **note** a gazebo became dislodged from its weights and blew on to a traders vehicle causing damage to one of the wing mirrors and paint damage. The incident is with the Town Council's Insurers.

## **FS15 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS**

**Monday 6 June 2022**  
**Monday 27 June 2022**  
**Monday 18 July 2022**

**Land & Property Committee**  
**Council**  
**Finance & Staffing Committee**