

**Town Clerk  
Mrs G Bell**

Tel No 01757 708449  
E-Mail: [g.bell@selbytowncouncil.gov.uk](mailto:g.bell@selbytowncouncil.gov.uk)



12 July 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 18 July 2022**

You are hereby summoned to attend the meeting of Selby Town Council which has been arranged for **MONDAY 18 JULY 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, S Shaw-Wright,  
F Matthews, M Davis and T Beharrell**

**All Councillors for information**

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

### **FS16 APOLOGIES FOR ABSENCE**

### **FS17 DISCLOSURE OF INTEREST**

### **FS18 MINUTES OF LAST MEETING**

FS18.1 To **note** the minutes of the Finance & Staffing Committee meeting held on the 30 May 2022. These minutes have been previously ratified at Council on 27 June 2022. (Pages 5 to 7 attached).

### **FS19 ALLOCATED BALANCES 2022/23**

To **consider** the Allocated Balance Report as of 30 June 2022. (Page 8 attached)

### **FS20 BUDGET POSITION 2022/23**

FS20.1 To **consider** the Income and Expenditure report and budget narrative report provided as of 30 June 2022. (Pages 9 to 14 attached).

FS20.2 To **receive** the budget alignment report up to 30 June 2022. (Page 15 attached)

### **FS21 INVESTMENT UPDATE**

FS21.1 To **receive** the report of the Finance Manager and review with regard to the CCLA Investment and Unity Trust Savings Account. (Page 16 attached).

FS21.2 To **receive** the Investment Options Report of the Finance Manager. (Page 17 attached).

### **FS22 DIRECT DEBIT / STANDING ORDER LIST**

To **receive** the updated Direct Debit / Standing Order List (Page 18 attached).

### **FS23 POLICY REVIEW**

To **receive** and **consider** the Accounts Procedure. The Clerk has updated the procedure to include the approved Clerk / RFO delegated expenditure and added the card payment procedure. The Clerk has also updated the

procedure to reflect more payments and receipts made by BACs.  
(Pages 19 to 24 attached).

**RECOMMENDATION TO COUNCIL THAT:**

- i. **The Accounts Procedure be approved, and**
- ii. **The review date be agreed**

**FS24 HEALTH, SAFETY AND WELFARE WORKING GROUP UPDATE**

To **note** the next meeting of the Health, Safety and Welfare Working Group will be held on 12 September 2022 at 7pm in the Town Hall.

To **note** any incidents 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 Finance Manager with regard to CIL funding available.

| <b>CIL Retained Receipts</b>           | <b>Balance available<br/>£</b> | <b>To be used by<br/>or returned to<br/>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>                |   |

**FS26 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.**

**FS27 STAFFING 2022/23**

To **consider** the staffing update report of the Finance Manager for 2022/23  
(Page 25 attached)

**FS28 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS**

|                                 |   |
|---------------------------------|---|
| <b>Monday 25 July 2022</b>      | <b>Council</b>                            |
| <b>Monday 5 September 2022</b>  | <b>Land &amp; Property Committee</b>      |
| <b>Friday 9 September 2022</b>  | <b>Markets Working Group</b>              |
| <b>Monday 12 September 2022</b> | <b>Health, Safety &amp; Welfare Group</b> |
| <b>Monday 19 September 2022</b> | <b>Town Hall Management Committee</b>     |
| <b>Monday 26 September 2022</b> | <b>Council</b>                            |
| <b>Monday 17 October 2022</b>   | <b>Finance &amp; Staffing Committee</b>   |