

**Town Clerk
Mrs G Bell**

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11 October 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 17 October 2022

You are hereby summoned to attend the meeting of Selby Town Council which has been arranged for **MONDAY 17 OCTOBER 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

A G E N D A

FS29 APOLOGIES FOR ABSENCE

FS30 DISCLOSURE OF INTEREST

FS31 MINUTES OF LAST MEETING

FS31.1 To **note** the minutes of the Finance & Staffing Committee meeting held on the 18 July 2022. These minutes have been previously ratified at Council on 25 July 2022.

FS32 ALLOCATED BALANCES 2022/23

To **consider** the Allocated Balance Report as of 31 August 2022. As September has not closed down yet the report shows predicted balances in qtr. 2.

Significant Anticipated Expenditure in the Future:

- Cemetery Heritage Fund – Native Architects Fees for Chapel Refurb. £9,440 – (To be paid when the next stage has been approved)
- 1811 Building Refurb - £23,000 (Likely to be not before Spring 2023 and also to note that the costs are likely to have increased).

FS33 BUDGET POSITION 2022/23

FS33.1 To **consider** the Income and Expenditure report and budget narrative report provided as of 31 August 2022.

FS33.2 To **receive** the budget alignment report up to 31 August 2022.

FS34 INVESTMENT UPDATE

FS34.1 To **receive** the report of the Clerk and review with regard to the CCLA Investment and Unity Trust Savings Account.

It has not yet been possible to open the new account with Lloyds, it is proving to be a very slow process. The Clerk is pursuing this.

FS35 DIRECT DEBIT / STANDING ORDER LIST

To **receive** the updated Direct Debit / Standing Order List

FS36 POLICY REVIEW

To **note** as there are a number of policies to be reviewed the Clerk has moved the TOIL Policy and Information and Technology Policy to the February 2023 Finance and Staffing Committee Meeting.

FS36.1 Corporate Risk Assessment

To **consider** and **review** the Corporate Risk Assessment. The Clerk has updated the assessment to remove references to separate RFO and amended 2 statements shown highlighted in the assessment.

FS36.2 Financial Strategy

To **consider** and **review** the Financial Strategy. The updates provided by the Clerk are highlighted.

FS36.3 Communications Policy

To **consider** and **review** the Communications Policy. The Clerk has not suggested any amendments to this policy.

FS36.4 Code of Conduct (Civility and Respect Pledge)

To **consider** the Code of Conduct presented by the Clerk. The Code of Conduct is a model policy from the Civility and Respect Group.

FS36.5 Dignity at Work Policy (Civility and Respect Pledge)

To **consider** the Dignity at Work Policy presented by the Clerk. This policy is a model policy from the Civility and Respect group and replaces the Anti Harassment and Bullying Policy.

FS37 HEALTH, SAFETY AND WELFARE WORKING GROUP UPDATE

To **consider** the next meeting of the Health, Safety and Welfare Working Group to be held on Wednesday 25 January 2023 at 7pm in the Town Hall. The schedule working group had to be cancelled due to the death of Queen Elizabeth.

To **note** the incident concerning damage to a trader's vehicle on the marketplace by a gazebo has reached a settlement with the Town Council's insurers.

To **note** a personal injury claim has been raised by a member of public.

FS38 SECTION 106 & CIL UPDATE

FS38.1 To **consider** the update from the Clerk with regard to S106 funding available.

S106 Developer Contributions – Relating to Old Civic Centre – Portholme Road Selby Planning Permission 2020/0776/FULM

A commuted sum payment of £88,334.00 has been received from the developers of the above planning application.

This contribution is the Recreational Open Space contribution detailed in the S106 Agreement dated 19th February 2021 attached to planning consent as detailed above.

The Town Council is now required to consult with the local community to ascertain how the money should be spent, and then submit a detail scheme to Selby District Council in order to get the funds released appropriately and within the set timescales. The "use by" date is August 2027.

Please be aware that these funds can only be used in accordance with the details set out in the agreement – 'to be used for the provision of recreational open space within the vicinity of the site'

FS38.2 To **consider** the update of the Clerk with regard to CIL funding available.

FS39 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.

FS40 STAFFING 2022/23

To **consider** the staffing update report of the Clerk for 2022/23

FS41

CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

Monday 31 October 2022
Monday 7 November 2022
Monday 28 November 2022
Monday 5 December 2022
Monday 19 December 2022
Monday 30 January 2023
Monday 6 February 2023
Monday 27 February 2023

Council
Town Hall Management Committee
Council
Land & Property Committee
Council Special Budget Meeting
Council
Finance & Staffing Committee
Council