

MINUTES OF THE FINANCE & STAFFING COMMITTEE HELD ON MONDAY 17 OCTOBER 2022

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

IN ATTENDANCE: Town Clerk

FS29 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs J Proud and K Franks

FS30 DISCLOSURE OF INTEREST

There were no Disclosures of Interests.

FS31 MINUTES OF THE LAST MEETING

FS31.1 Minutes of the Finance & Staffing Meeting held on Monday 18 July 2022 were received. These minutes had previously been ratified at Council on 25 July 2022.

RESOLVED: That the Minutes of the Finance & Staffing Committee held on Monday 18 July 2022 be noted.

FS32 ALLOCATED BALANCES 2022/23

The Clerk presented the allocated balance report for 2022/23 for consideration. It was noted that the balances were predicted to 31 August 2022.

RESOLVED: That the report be noted.

FS33 BUDGET POSITION 2022/23

FS33.1 The Clerk provided the Income and Expenditure and Budget Narrative reports for consideration. It was agreed to look at how best to maximise income for the Town Hall as part of the same work being carried out for the Community Trust by members of the Land & Property Committee.

Cllr Davis reported that the Community Trust was operating on a deficit budget and may have to write to the Town Council to ask for a reduction in fees this year.

The Clerk was asked to check the details of the allotment's annual pest control contract and report back to council.

It was noted that there would be a Town Hall Management Committee meeting next month and an analysis of the programme of shows would be discussed further.

It was noted that wedding bookings were not improving, and the Clerk agreed, along with the Markets/Event Manager, to step up promotion of the venue.

RESOLVED: That the reports be noted.

FS33.2 The Clerk provided the Budget Alignment report for consideration.

RESOLVED: That the update be noted.

FS34 INVESTMENT UPDATE

FS34.1 The Clerk presented the investment report.

The Clerk updated that it had not been possible yet to open an account with Lloyds but was pursuing this matter.

RESOLVED: That the report and Clerk's update be noted.

FS35 DIRECT DEBIT & STANDING ORDER LIST

The Direct Debit & Standing Order List was considered.

RESOLVED: That the Direct Debit & Standing Order List be approved.

FS36 POLICY REVIEWED

It was noted that both the TOIL Policy and the Information and Technology Policy that were due to be reviewed would be moved to the February Finance and Staffing Meeting.

FS36.1 Corporate Risk Assessment

The committee considered the Corporate Risk Assessment.

The following amendments were agreed:

1. In the header “Control Measures already in place...” add in italics “New suggestions”
2. Page 2 – First item – Change the likelihood from 1 to 2
3. Page 2 – First item – to “in the event of planned/unplanned absence” add “/resignation”
4. Page 2 – Last item add a third bullet point in italics “Proactive succession planning”
5. Page 4 – Second item – add a third bullet point – “Ability to work remotely” and fourth bullet point – “The Town Council own more than one building”
6. Page 6 – First item – Change “Daily” to “Regular banking” and add “monthly bank reconciliation”
7. Page 11 – Second item – add a fourth bullet point “Training for all councillors”

RECOMMENDATION TO COUNCIL THAT:

- i. **The Corporate Risk Assessment be approved with the abovementioned amendments, and**
- ii. **The Review date be agreed at October 2023**

FS36.2 Financial Strategy

The committee considered the Financial Strategy.

The highlighted amendments suggested by the Clerk were agreed.

RECOMMENDATION TO COUNCIL THAT:

- i. **The Financial Strategy be approved with the Clerk’s suggested amendments, and**
- ii. **The Review date be agreed at October 2023**

FS36.3 Communications Policy

The committee considered the Communications Policy. As the only recommended changes were typing errors it was agreed that the policy did not need to go to staff consultation.

RECOMMENDATION TO COUNCIL THAT:

- i. **The Communications Policy be approved, and**
- ii. **The Review date be agreed at October 2025**

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

The committee considered the Code of Conduct.

The following amendments were agreed:

1. Page 9 – item 10.2 – Change £50 to £25
2. Page 17 – Best practice 7 – add not applicable for Town or Parish Councils
3. Page 17 – Best practice 13 – add not applicable for Town or Parish Councils
4. Page 17 – Best practice 15 – add not applicable for Town or Parish Councils
5. Add a review box

RECOMMENDATIONS TO COUNCIL THAT:

- i. **The Code of Conduct be approved with the abovementioned amendments, and**
- ii. **The Review date be agreed at October 2023**

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

The committee considered the Dignity at Work Policy. The policy to follow the staff consultation process.

RESOLVED: That the Dignity at Work Policy go to staff consultation.

FS37 HEALTH, SAFETY AND WELFARE WORKING GROUP UPDATE

A motion was agreed to move to Private Session for this item.

It was noted that the 21 September meeting of the Health, Safety and Welfare Working Group was postponed due to the death of Queen Elizabeth.

The Clerk suggested to hold the next meeting on Wednesday 25 January 2023 at 7pm in the Town Hall. The Clerk to contact members of the HSWG to confirm the date.

The Clerk updated on the claim of damage to a trader's vehicle on the marketplace. It was agreed that following the incident the Officers had acted promptly to mitigate the risk of a reoccurrence.

It was noted that a personal injury claim had been raised by a member of public.

RESOLVED THAT: The updates be noted.

FS38 SECTION 106 & CIL UPDATE

FS38.1 Consideration was given to the update on S106 monies from the Clerk. The Clerk was asked to clarify what counts as the vicinity with Selby District Council.

RESOLVED THAT: The update be noted.

FS38.2 Consideration was given to the update of the Clerk regarding available CIL funding.

It was noted that approx. £1000 is required to be used by March 2023 and agreed to purchase a bench and a bin.

RESOLVED THAT: The update be noted.

RECOMMENDATION TO COUNCIL THAT: The CIL monies to be used by March 2023 be used to purchase benches and / or bin.

FS39 PRIVATE SESSION

A motion was agreed to move to Private Session.

FS40 STAFFING 2022/23

The Clerk provided a staffing update report.

RESOLVED: That the report be noted.

FS41 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

Monday 31 October 2022	Council
Monday 28 November 2022	Council
Monday 5 December 2022	Land & Property Committee
Monday 19 December 2022	Council Special Budget Meeting
Monday 30 January 2023	Council
Monday 6 February 2023	Finance & Staffing Committee
Monday 27 February 2023	Council