

**Town Clerk
Mrs G Bell**

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31 January 2023

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

Dear Councillor

Finance & Staffing Committee Meeting – Monday 6 February 2023

You are hereby summoned to attend the meeting of Selby Town Council which has been arranged for **MONDAY 6 FEBRUARY 2023 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

FS42 APOLOGIES FOR ABSENCE

FS43 DISCLOSURE OF INTEREST

FS44 MINUTES OF LAST MEETING

To **note** the minutes of the Finance & Staffing Committee meeting held on the 17 October 2022. These minutes have been previously ratified at Council on 31 October 2022. (Pages 6 to 10 attached).

FS45 ALLOCATED BALANCES 2022/23

To **consider** the Allocated Balance Report as of 31 December 2022. (Page 11 attached).

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. Likely to be not before Summer 2023)
- 1811 Building Refurb - £25,000 (Likely to be not before Spring 2023).

FS46 BUDGET POSITION 2022/23

FS46.1 To **consider** the Income and Expenditure report and budget narrative report provided as of 31 December 2022. (Pages 12 to 19 attached).

FS46.2 To **receive** the budget alignment report up to 31 December 2022. (Page 20 attached)

FS47 INVESTMENT UPDATE

FS47.1 To **receive** the report of the Clerk and review with regard to the CCLA Investment and Unity Trust Savings Account. (Pages 21 to 23 attached).

The process for opening a bank account with Lloyds has started.

FS48 DIRECT DEBIT / STANDING ORDER LIST

To **receive** the updated Direct Debit / Standing Order List (Page 24 attached).

FS49 POLICY REVIEW

FS49.1 Dignity at Work Policy

To **note** the Dignity at Work Policy has been through staff consultation with no comments received. (Pages 25 to 33 attached).

To **consider** recommending approval and to **agree** a review date.

FS49.2 TOIL Policy

To **consider** and **review** the TOIL. The updates provided by the Clerk are highlighted. Any changes to the existing policy must go to staff consultation. (Pages 34 to 36 attached).

FS49.3 Information and Technology Policy

To **consider** and **review** the Communications Policy. The Clerk has not suggested any amendments to this policy. (Pages 37 to 48 attached).

FS50 HEALTH, SAFETY AND WELFARE WORKING GROUP UPDATE

To **receive** and **consider** the notes from the Health, Safety and Welfare Group held on 25 January 2023, and to **submit** any recommendations to Council. (Pages 49 to 50 attached).

FS51 SECTION 106 & CIL UPDATE

FS51.1 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.

The Clerk has received clarification from the S106 Officer that as there is little open space in the Portholme Road area, the monies can be spent anywhere within the Town's boundaries.

As noted at the previous meeting, the Town Council are 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.

FS58.2 To **consider** the update of the Clerk with regard to CIL funding available. Council approved expenditure of up to £25,000 to update the fenced in play area at the Community Centre. The Clerk has requested a scheme from the play area company, for up to £16,000, and a consultation with the community will take place before agreeing a scheme. (Page 51 attached).

FS59 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.

FS60 STAFFING 2022/23

To **consider** the staffing update report of the Clerk for 2022/23 (Page 52 attached)

FS61 TOWN HALL SOUND MIXING DESK

To **receive** and **consider** the Arts Officer's report (Pages 53 to 54 attached).

FS62 POLICY REVIEW (FOR PRIVATE SESSION)

Business Continuity Plan

To **consider** and **review** the Business Continuity Plan. The Clerks updates are highlighted in red. (Pages 55 to 61 attached)

FS63 STAFFING REPORT

To **consider** the report from the Clerk following the recent Staff Evaluation. (Pages 62 to 63 attached).

FS64

CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

Monday 27 February 2023
Monday 6 March 2023
Monday 13 March 2023
Wednesday 22 March 2023
Monday 27 March 2023
Monday 17 April 2023
Monday 24 April 2023
Friday 28 April 2023
Monday 15 May 2023

Council
Land & Property Committee
Town Hall Management Committee
Health, Safety & Welfare Group
Council
Special Council Grants Meeting
Council
Market Working Group
Finance & Staffing Committee