

# MINUTES OF THE FINANCE & STAFFING COMMITTEE HELD ON MONDAY 15 MAY 2023

**PRESENT:** Cllrs F Matthews (Chair), S Shaw-Wright, M Davis, M Dyson, J Proud, K Franks and T Beharrell

**IN ATTENDANCE:** Town Clerk and Cllr R Harrison

## **FS65 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs W Nichols and C Laskey

## **FS66 DISCLOSURE OF INTEREST**

There were no Disclosures of Interests.

## **FS67 MINUTES OF THE LAST MEETING**

Minutes of the Finance & Staffing Meeting held on Monday 6 February 2023 were received. These minutes had previously been ratified at Council on 27 February 2023.

**RESOLVED: That the Minutes of the Finance & Staffing Committee held on Monday 6 February 2023 be noted.**

## **FS68 ALLOCATED BALANCES**

### **FS68.1 Allocated Balances 2022/23**

The Clerk presented the allocated balance report for 31 March 2023 for consideration.

It was noted that the CIL had not yet been received from Selby District Council (NYC). The Clerk reported that it had been chased up and do again.

### **RESOLVED:**

- i. That the report be noted, and**
- ii. The Clerk requests the CIL funds**

### **FS68.2 Allocated Balances 2023/24**

The Clerk presented the allocated balance report up to 30 April 2023.

**RESOLVED: That the report be noted.**

**FS69 BUDGET POSITION 2022/23**

FS69.1 The Clerk provided the Income and Expenditure and Budget Narrative reports for consideration.

**RESOLVED: That the reports be noted.**

FS69.2 The Clerk provided the Budget Alignment report for consideration.

**RESOLVED: That the update be noted.**

**FS70 ANNUAL RETURN**

FS70.1 The report of the Internal Auditor was considered.

**RESOLVED: That the report be noted.**

FS70.2 The Annual Governance Annual Return was considered.

**RECOMMENDATION TO COUNCIL THAT:**

- i. **Boxes 1 to 8 be agreed as yes on Section 1 of the Annual Governance Statement, and**
- ii. **The Annual Governance Accountability Return be approved.**

**FS71 INVESTMENT UPDATE**

FS71.1 The Clerk presented the investment report.

**RESOLVED: That the report be noted.**

FS71.2 Consideration was given to the investment options provided by the Clerk.

**RECOMMENDATION TO COUNCIL THAT: The funds totalling £243,513.13 held with Unity Trust Bank in a deposit account be invested with United Trust Bank in a 6-month term deposit account.**

**FS72 DIRECT DEBIT & STANDING ORDER LIST**

The Direct Debit & Standing Order List was considered.

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

**FS73 POLICY REVIEW**

FS73.1 The Clerk provided the list of policies specific to the Finance & Staffing committee.

It was noted that a quite a few of the policies would be due to be reviewed at the same time. The Clerk was asked to bring some of the policies forward if necessary to avoid the committee having to review several at the same time.

**RESOLVED: That the list of policies be noted.**

FS73.2 TOIL Policy

It was noted that the TOIL Policy had been through staff consultation and that no comments had been received.

**RECOMMENDATION TO COUNCIL THAT:**

- i. The TOIL Policy be approved, and**
- ii. The review date be set for two years.**

FS73.3 Information and Technology Policy

The committee considered the report on back-up recommendations provided by Cllr Beharrell.

**RESOLVED THAT:**

- i. the policy be reviewed at the next Digital Working Group meeting, and**
- ii. once approved, the review date be set for one year.**

**FS74 HEALTH, SAFETY AND WELFARE WORKING GROUP UPDATE**

The notes of the Health, Safety and Welfare Group Meeting held on 22 March 2023 were received and considered.

It was agreed that when the Health & Safety Policy is reviewed that the recommendations are brought to the Finance & Staffing committee for approval.

**RESOLVED THAT:**

- i. the notes be approved, and
- ii. that any recommendations to the Health & Safety Policy be brought to the Finance & Staffing committee for approval.

**FS75 SECTION 106 & CIL UPDATE**

FS75.1 Consideration was given to the update on S106 monies from the Clerk.

It was agreed to make a list of all ideas and to get to public consultation

**RESOLVED THAT: The update be noted.**

FS75.2 The Clerk presented the quotations received for the Community Centre play area.

The Clerk was asked to seek further costs from both suppliers and to report back to Land & Property Committee.

**RESOLVED THAT:**

- i. The update be noted, and
- ii. The Clerk seeks further costs from the suppliers and to report back to Land & Property Committee.

**FS76** Consideration was given to the Council's Action Plan and the best way to provide updates to the relevant committees.

**RESOLVED: That the Clerk provides a brief report on items relevant to each committee as and when necessary.**

**FS77 PRIVATE SESSION**

A motion was agreed to move to Private Session

**FS78 STAFFING 2022/23**

The Clerk provided a staffing update report.

**RESOLVED: That the report be noted.**

**FS79 POLICY REVIEW (FOR PRIVATE SESSION)**

The Business Continuity Plan was reviewed following the report provided by Cllr Beharrell.

There were a few minor amendments approved including the removal of company names and replacing with generic wording i.e., bank or telephone company, and the addition of a further box on the contact tree. The Clerk was also asked that if boxes were blank (no telephone numbers provided) that these boxes be greyed out.

It was agreed that once the back-up provisions have been approved these would be amended in the policy.

**RESOLVED: The above amendments be approved.**

**FS80 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS**

<b>Monday 22 May 2023</b>	<b>Annual, Town and Council</b>
<b>Tuesday 30 May 2023</b>	<b>Digital Working Group</b>
<b>Monday 5 June 2023</b>	<b>Land &amp; Property Committee</b>
<b>Monday 26 June 2023</b>	<b>Council</b>
<b>Monday 24 July 2023</b>	<b>Finance &amp; Staffing Committee</b>
<b>Monday 31 July 2023</b>	<b>Council</b>