

**Town Clerk
Mrs G Bell**

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9 May 2023

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 15 May 2023

You are hereby summoned to attend the meeting of Selby Town Council which has been arranged for **MONDAY 15 MAY 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 if 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

FS65 APOLOGIES FOR ABSENCE

FS66 DISCLOSURE OF INTEREST

FS67 MINUTES OF LAST MEETING

To **note** the minutes of the Finance & Staffing Committee meeting held on the 6 February 2023. These minutes have been previously ratified at Council on 27 February 2023. (Pages 6 to 9 attached).

FS68 ALLOCATED BALANCES

FS68.1 Allocated Balances 2022/23

To **consider** the Allocated Balance Report as of 31 March 2023. (Page 10 attached).

FS68.2 Allocated Balances 2023/24

To **consider** the Allocated Balance Report for 2023/24. (Page 11).

FS69 BUDGET POSITION 2022/23

FS69.1 To **consider** the Income and Expenditure report and budget narrative report provided as of 31 March 2023. (Pages 12 to 20 attached).

FS69.2 To **receive** the budget alignment report up to 31 March 2023. (Page 21 attached)

FS70 ANNUAL RETURN 2023/24

FS70.1 To **receive and consider** the year-end internal audit (Page 22 attached).

FS70.2 To **consider** recommending the authorisation of the Annual Governance Annual Return (Pages 23 to 28 attached).

The deadline by which the completed Annual Return and all applicable supporting documents must be submitted to the External Auditor is 30 June 2023. The appointed External Auditor for 2023/24 is PKF Littlejohn. Council to approve the appointment of the External Auditor.

FS71 INVESTMENT UPDATE

FS71.1 To **receive** the report of the Clerk and review with regard to the CCLA Investment and Unity Trust Savings Account. (Pages 29 to 31 attached).

FS71.2 To **receive** and **consider** the investment options report (Page 32 attached).

FS72 DIRECT DEBIT / STANDING ORDER LIST

To **receive** the updated Direct Debit / Standing Order List (Page 33 attached).

FS73 POLICY REVIEW

FS73.1 List of Policies for Finance & Staffing

To **receive** the list of policies specific to Finance & Staffing. (Page 34 attached).

FS73.2 TOIL Policy

To **note** the TOIL Policy has been through staff consultation with no comments received. (Pages 35 to 37 attached).

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

FS73.3 Information and Technology Policy

To **consider** and **review** the Information & Technology Policy. This policy was previously reviewed by the committee and questions were raised around the data back-up procedure. Cllr Beharrell has reviewed the procedure and his suggestions are provided in the report. (Pages 38 to 51 attached).

FS74 HEALTH, SAFETY AND WELFARE WORKING GROUP UPDATE

To **receive** and **consider** the notes from the Health, Safety and Welfare Working Group held on 22 March 2023. (Pages 52 to 53 attached).

FS75 SECTION 106 & CIL UPDATE

FS75.1 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.
As noted at the previous meeting the Clerk had 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.
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.

FS75.2 To **consider** the update of the Clerk with regard to CIL funding available. (Page 54 attached). Council approved expenditure of up to £25,000 to update the fenced in play area at the Community Centre. Two companies have provided quotations.

Company 1: -

£17,000 + VAT

Company 2: -

Design a) £31,236.05

Design b) £33,413.52

Company 1 quoted for patch repairs to the soft pour surface

Company 2 uses 100% recycled products and quoted for the complete replacement of the soft pour surface. As the company is located 150 miles further away the freight charges are significantly higher.

FS76 To **receive** and **consider** the Council’s Action Plan. (Pages 55 to 64 attached).

FS77 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.

FS78 STAFFING 2022/23

To **consider** the staffing update report of the Clerk for 2022/23 (Page 65 attached)

FS79 POLICY REVIEW (FOR PRIVATE SESSION)

Business Continuity Plan

To **consider** and **review** the Business Continuity Plan. This policy was previously reviewed by the committee and questions were raised around the data back-up procedure. Cllr Beharrell has reviewed the procedure and his suggestions are provided in the report. (Pages 66 to 72 attached)

FS80 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

Monday 22 May 2023
Tuesday 30 May 2023
Monday 5 June 2023
Monday 26 June 2023
Monday 24 July 2023
Monday 31 July 2023

Annual, Town and Council
Digital Working Group
Land & Property Committee
Council
Finance & Staffing Committee
Council