

Town Clerk  
Mrs G Bell

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18 July 2023

Dear Councillor

Finance & Staffing Committee Meeting – Monday 24 July 2023

You are hereby summoned to attend the meeting of Selby Town Council which has been arranged for **MONDAY 24 JULY 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.*

*To ensure that all matters on this agenda are given due consideration we would ask councillors not to use IT equipment during councils meeting for non-meeting activities.*

Yours sincerely

Clerk to the Council

To: Cllrs W Nichols, K Franks, M Dyson, C Laskey, J Proud and S Shaw-Wright,  
F Matthews, M Davis and T Beharrell

All Councillors for information



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# AGENDA

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**FS1 TO APPOINT A CHAIR AND VICE CHAIR**

**FS2 APOLOGIES FOR ABSENCE**

**FS3 DISCLOSURE OF INTEREST**

**FS4 MINUTES OF LAST MEETING**

To **note** the minutes of the Finance & Staffing Committee meeting held on the 15 May 2023. These minutes have been previously ratified at Council on 22 May 2023. (Pages 6 to 10 attached).

**FS5 ALLOCATED BALANCES 2023/24**

To **consider** the Allocated Balance Report as of 30 June 2023. (Page 11 attached)

**FS6 BUDGET POSITION 2023/24**

FS6.1 Income and Expenditure Report and Budget Narrative

To consider the Income and Expenditure report and budget narrative report provided as of 30 June 2023. (Pages 12 to 18 attached).

FS6.2 Budget Alignment Report

To receive the budget alignment report up to 30 June 2023. (Page 19 attached)

**FS7 INVESTMENT UPDATE**

FS7.1 To **receive** and **review** the report of the Clerk with regard to the CCLA Investment and Unity Trust Deposit Account. Please note that the CCLA update is to the 31 May 2023 as June not received at the time of printing. (Page 20 attached).

To **note** an application has been submitted to open a 6 month term deposit account with United Trust Bank.

**FS8 DIRECT DEBIT / STANDING ORDER LIST**

To **receive** the updated Direct Debit / Standing Order List (Page 21 attached).

## **FS9 POLICY REVIEW**

FS9.1 Policy Table  
To **receive** the list of policies specific to the Finance & Staffing committee. (Page 22 attached).

FS9.2 Information Technology Policy  
To **note** that the report on suggested back up options is to be considered at the next Digital Working Group meeting, a date to be agreed.

To **note** Had-It were approved at June Council to provide monthly server support (to include scheduled backups and disaster recovery).

FS9.3 Information and Data Protection Policy  
To **receive** and **consider** the Information and Data Protection Policy. This is a new policy and is a requirement of the Data Protection Act 2018. The policy informs the public how the Council manages information and data held by the Council. (Pages 23 to 30 attached).

FS9.4 General Privacy Notice  
To **receive** and **consider** the General Privacy Notice. It is a requirement of the Council that this policy is reviewed regularly. (Pages 31 to 37 attached).

FS9.5 Staff, Councillors' and Role Holders Privacy Notice  
To **receive** and **consider** the new Staff, Councillors' and Role Holders Privacy Notice. (Pages 38 to 46 attached).

## **FS10 HEALTH, SAFETY AND WELFARE WORKING GROUP**

To **note** the next meeting of the Health, Safety and Welfare Working Group will be held on 11 September 2023 at 7pm to be held on-line.

## **FS11 SECTION 106 & CIL UPDATE**

FS11.1 To **note** the balance of S106 is £88,334.00 – Relating to Old Civic Centre – Portholme Road Selby Planning Permission 2020/0776/FULM

FS11.2 To **consider** the update of the Clerk with regard to CIL funding available and to **note** the Clerk wrote to North Yorkshire Council regarding an update on the CIL claim due and has been asked to re-submit the claim. The CIL officer has notified the Clerk of an additional £36,112.43 (including £35,935.68 relating to planning app. 2020/1042/FULM – Police Station, Portholme Road therefore the Clerk has requested the full amount owing of £37,052.38 (Page 47 attached).

**FS12 TOWN COUNCIL ACTION PLAN**

To **consider** the updates on the current projects and proposals: -

Staff Training – Any training identified at staff appraisals has been approved and training logs updated.

Policies – See item FS9

Risk Management – Risk assessments reviewed at Health, Safety and Welfare Group bi annually. Financial risks to be reviewed in October 2023.

Investments – see item FS7.1

Earmarked Reserves – see item FS5

**FS13 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.

**FS14 STAFFING 2023/24**

To **consider** the staffing update report of the Clerk for 2023/24 (Page 48 attached)

**FS15 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS**

Monday 31 July 2023	Council
Monday 4 September 2023	Land & Property Committee
Friday 8 September 2023	Market Working Group
Monday 11 September 2023	Health, Safety & Welfare Group
Monday 18 September 2023	Town Hall Management Committee
Monday 25 September 2023	Council
Monday 16 October 2023	Finance & Staffing Committee
Monday 30 October 2023	Council