

Town Clerk
Mrs G Bell

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10 October 2023

Dear Councillor

Finance & Staffing Committee Meeting – Monday 16 October 2023

You are hereby summoned to attend the meeting of Selby Town Council which has been arranged for **MONDAY 16 OCTOBER 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.

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

G Bell

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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FS16 APOLOGIES FOR ABSENCE

FS17 DISCLOSURE OF INTEREST

FS18 MINUTES OF LAST MEETING

To **note** the minutes of the Finance & Staffing Committee meeting held on the 24 July 2023. These minutes have been previously ratified at Council on 31 July 2023. (Pages 6 to 10 attached).

FS19 ALLOCATED BALANCES 2023/24

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

FS20 BUDGET POSITION 2023/24

FS20.1 Income and Expenditure Report and Budget Narrative

To consider the Income and Expenditure report and budget narrative report provided as of 30 September 2023. (Pages 12 to 19 attached).

FS20.2 Budget Alignment Report

To receive the budget alignment report up to 30 September 2023. (Page 20 attached)

FS21 INVESTMENT UPDATE

FS21.1 To **receive** and **review** the report of the Clerk with regard to the CCLA Investment and Unity Trust Deposit Account at 30 September 2023. (Page 21 attached).

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

FS22 DIRECT DEBIT / STANDING ORDER LIST

To **receive** the updated Direct Debit / Standing Order List (Page 22 attached).

FS23 POLICY REVIEW

- FS23.1 Policy Table
To **receive** the list of policies specific to the Finance & Staffing committee. (Page 23 attached).
- FS23.2 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.
- FS23.3 Corporate Risk Report
To **receive** and **consider** the Corporate Risk Report. Suggested changes from the Clerk are highlighted. (Pages 24 to 41 attached).
- FS23.4 Financial Strategy
To **receive** and **consider** the Financial Strategy. Suggested changes from the Clerk are highlighted. To **note** a revalidation of the annual top-up to the Asset Replacement & Refurbishment Fund was due to be carried out in 2020, however this was not completed, therefore the Clerk recommends a date is set to carry out the review. (Pages 42 to 57 attached).
- FS23.5 Business Plan
To **receive** the Business Plan report. (Page 58 attached).

FS24 HEALTH, SAFETY AND WELFARE WORKING GROUP

To **receive** the notes of the Health, Safety and Welfare Working Group held on 11 September 2023 and to **consider** the recommendations. (Pages 59 to 60 attached).

FS25 SECTION 106 & CIL UPDATE

- FS25.1 To **note** the balance of S106 is £88,334.00 – Relating to Old Civic Centre – Portholme Road Selby Planning Permission 2020/0776/FULM
- FS25.2 To **consider** the update of the Clerk with regard to CIL funding available (Page 61 attached).
- FS25.3 To **receive** and **consider** a report showing suggestions for using S106 and CIL funding. (Page 62 attached).

FS26 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 FS23

Risk Management – Risk assessments reviewed at Health, Safety and Welfare Group bi annually. Financial risks reviewed see item 23.4.

Investments – see item FS21.1

Earmarked Reserves – see item FS19

FS27 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.

FS28 STAFFING 2023/24

To **consider** the staffing update report of the Clerk for 2023/24 (Page 63 attached)

FS29 APPRAISALS

FS29.1 Clerks Appraisal

To **note** the Clerks annual appraisal has been carried out.

FS29.2 Office Team Appraisals

To **note** all office team have been carried out, except one which will be carried out before the end of this month.

FS29.2 Resource Team Appraisals

To **note** all annual appraisals will be completed by the end of the month.

FS30 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

Monday 30 October 2023	Council
Monday 27 November 2023	Council
Monday 4 December 2023	Land & Property Committee
Monday 18 December 2023	Council Budget Setting Meeting
Monday 29 January 2024	Council
Monday 12 February 2024	Finance & Staffing Committee