



MINUTES OF THE FINANCE AND STAFFING COMMITTEE HELD
ON MONDAY 16 OCTOBER 2023 AT THE TOWN HALL, YORK
STREET, SELBY

Contents

FS16	APOLOGIES FOR ABSENCE.....	2
FS17	DISCLOSURE OF INTEREST	2
FS18	MINUTES OF THE LAST MEETING.....	2
FS19	ALLOCATED BALANCES 2023/24	2
FS20	BUDGET POSITION 2023/24	2
FS20.1	Income and Expenditure Report and Budget Narrative.....	2
FS20.2	Budget Alignment Report	2
FS21	INVESTMENT UPDATE	2
FS22	DIRECT DEBIT & STANDING ORDER LIST	3
FS23	POLICY REVIEW.....	3
FS23.1	Policy Table.....	3
FS23.2	Information Technology Policy.....	3
FS23.3	Corporate Risk Policy	3
FS23.4	Financial Strategy.....	3
FS23.5	Business Plan.....	3
FS24	HEALTH, SAFETY AND WELFARE WORKING GROUP UPDATE.....	4
FS25	SECTION 106 & CIL UPDATE.....	4
FS26	TOWN COUNCIL ACTION PLAN	4
FS27	PRIVATE SESSION.....	4
FS28	STAFFING 2023/24	4
FS29	APPRAISALS.....	5
FS30	CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS	5

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

IN ATTENDANCE: Town Clerk

FS16 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs J Proud and W Nichols

FS17 DISCLOSURE OF INTEREST

There were no Disclosures of Interests.

FS18 MINUTES OF THE LAST MEETING

Minutes of the Finance & Staffing Meeting held on Monday 24 July 2023 were received. These minutes had previously been ratified at Council on 31 July 2023.

RESOLVED: That the Minutes of the Finance & Staffing Committee held on Monday 24 July 2023 be noted.

FS19 ALLOCATED BALANCES 2023/24

The Clerk presented the allocated balance report for 30 September 2023 for consideration. The Clerk was asked to provide election costs from North Yorkshire Council for the budget setting meeting, and the costs of the next phase of tree works.

RESOLVED: That the report be noted.

FS20 BUDGET POSITION 2023/24

FS20.1 Income and Expenditure Report and Budget Narrative

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

RESOLVED: That the reports be noted.

FS20.2 Budget Alignment Report

The Clerk provided the Budget Alignment report for consideration.

RESOLVED: That the update be noted.

FS21 INVESTMENT UPDATE

The Clerk presented the investment report.

RESOLVED That the Clerks update be noted.

FS22 DIRECT DEBIT & STANDING ORDER LIST

The Direct Debit & Standing Order List was considered.

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

FS23 POLICY REVIEW

FS23.1 Policy Table

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

RESOLVED: That the list of policies be noted.

FS23.2 Information Technology Policy

It was noted that the back-up options report would be considered at the next Digital Working Group meeting.

FS23.3 Corporate Risk Policy

The Clerk provided the Corporate Risk Policy for consideration.

RECOMMENDATION TO COUNCIL THAT:

- i. The Corporate Risk Policy be approved with minor amendments, and**
- ii. The review date be set for one year.**

FS23.4 Financial Strategy

The Clerk provided the Financial Strategy for consideration.

RECOMMENDATION TO COUNCIL THAT:

- i. The Financial Strategy be approved with minor amendments, and**
- ii. The review date be set for one year.**

FS23.5 Business Plan

The Clerk provided a report for consideration.

RESOLVED That the Clerks report be noted.

FS24 HEALTH, SAFETY AND WELFARE WORKING GROUP UPDATE
Notes of the Health, Safety and Welfare Working Group Meeting held on Monday 11 September 2023 were received.

RECOMMENDATION TO COUNCIL THAT:

- i. **Quote 2 be approved,**
- ii. **The cost to be taken from Efficiency EMR for the first year, and**
- iii. **To include provision in the budget to cover the costs for the remaining 4 years.**

FS25 SECTION 106 & CIL UPDATE

FS25.1 S106
Consideration was given to the update on S106 monies from the Clerk.

RESOLVED THAT: The update be noted.

FS25.2 CIL
Consideration was given to the update from the Clerk.

RESOLVED THAT: The update be noted.

FS25.3 Consideration was given to the report presented by the Clerk.

RESOLVED THAT:

- i. **Permission is sought from North Yorkshire Council to install a fence on the Portholme Recreation ground, and**
- ii. **A cost be provided to the next Land & Property Committee**

FS26 TOWN COUNCIL ACTION PLAN
Consideration was given to the Council's Action Plan updates provided by the Clerk.

RESOLVED THAT: The update be noted.

FS27 PRIVATE SESSION
A motion was agreed to move to Private Session

FS28 STAFFING 2023/24
The Clerk provided a staffing update report. The Clerk updated that due to two members of staff being off on long-term sick leave the overtime costs was likely to increase.

RESOLVED: That the report be noted.

The Chair and committee members asked the Clerk to pass on their thanks to the Resource Team and Office Team for providing additional cover whilst two members of staff are on long-term sick leave.

FS29 APPRAISALS

FS29.1 Clerks Appraisal
The update was noted.

FS29.2 Office Team Appraisals
The update was noted.

FS29.3 Resource Team Appraisals
The update was noted.

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