

Town Clerk
Mrs G Bell

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6 February 2024

Dear Councillor

Finance & Staffing Committee Meeting – Monday 12 February 2024

You are hereby summoned to attend the meeting of Selby Town Council which has been arranged for **MONDAY 12 FEBRUARY 2024 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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FS31 APOLOGIES FOR ABSENCE

FS32 DISCLOSURE OF INTEREST

FS33 MINUTES OF LAST MEETING

To **note** the minutes of the Finance & Staffing Committee meeting held on the 16 October 2023. These minutes have been previously ratified at Council on 30 October 2023. (Pages 7 to 11 attached).

FS34 ALLOCATED BALANCES 2023/24

To **consider** the Allocated Balance Report as of 31 December 2023. (Page 12 attached).

FS35 BUDGET POSITION 2023/24

FS35.1 Income and Expenditure Report and Budget Narrative

To **consider** the Income and Expenditure report and budget narrative report provided as of 31 December 2023. (Pages 13 to 20 attached).

FS35.2 Budget Alignment Report

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

FS36 INVESTMENT UPDATE

FS36.1 Investment Account Status

To **receive** and **review** the report of the Clerk with regard to the CCLA Investment and Unity Trust Deposit Account at 31 December 2023. (Page 22 attached).

FS36.2 Investment Interest Rate Report

To **note** the application submitted to open a 6 month term deposit account with United Trust Bank has been turned down. The bank no longer offer accounts to Local Authorities. Further options have been included in the report attached. (Page 23 attached).

FS37 DIRECT DEBIT / STANDING ORDER LIST

To **receive** the updated Direct Debit / Standing Order List (Page 24 attached).

FS38 POLICY REVIEW

FS38.1 Policy Table
To **receive** the list of policies specific to the Finance & Staffing committee.
(Page 25 attached).

FS38.2 Business Plan
To **receive and consider** the first draft of the Business Plan. (Pages 26 to 38 attached).

FS38.3 Financial Regulations
To **note** that the thresholds for public procurement have changed from 1 January 2024.
Public contracts, with an estimated value (including VAT): -

Over £214,904 (previously £213,477) for goods or services, or
Over £5,372,609 (previously £5,336,937) for public works (construction),
must comply with the full requirements of the Public Contracts Regulations 2015 (which will be replaced by the Procurement Act, when it takes effect later in 2024).

The Clerk has updated the Financial Regulations with the new thresholds.
(Page 39 attached).

FS39 HEALTH, SAFETY AND WELFARE WORKING GROUP

To **note** the next Health, Safety and Welfare Working Group is to be held on 4 March 2023.

FS40 SECTION 106 & CIL UPDATE

FS40.1 To **note** the balance of S106 is £88,334.00 – Relating to Old Civic Centre – Portholme Road Selby Planning Permission 2020/0776/FULM

FS40.2 To **consider** the update of the Clerk with regard to CIL funding available
(Page 40 attached).

FS40.3 To **consider** a report showing suggestions for using S106 and CIL funding.
(Page 41 attached).

FS41 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 FS38

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

Investments – see item FS36.1

Earmarked Reserves – see item FS34

FS42 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 (Items FS43 to FS45).

FS43 STAFFING 2023/24

FS43.1 Overtime Cost Report

To **consider** the overtime update report of the Clerk for 2023/24 (Page 42 attached).

FS43.2 Staff Update

To **receive** and **consider** the update from the Clerk (Page 43 to 44 attached).

FS43.3 Staff Proposal

To receive and consider the Clerks report (Pages 45 to 47 attached).

FS44 APPRAISALS

FS44.1 Clerks Appraisal

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

FS44.2 Office Team Appraisals

To **note** all office team have been carried out.

FS44.2 Resource Team Appraisals

To **note** all annual appraisals have been carried out.

FS45 PROPOSED CHARGES 2024/25

FS45.1 Studio Hire Charges

To **consider** the hire charges for the studio. (Page 48 attached).

FS45.2 Market Fees
To **consider the** market fees (Pages 49 to 50 attached).

FS46 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

Monday 26 February 2024	Council
Monday 4 March 2024	Health, Safety & Welfare W. Group
Monday 11 March 2024	Town Hall Management Committee
Monday 18 March 2024	Land & Property Committee
Monday 25 March 2024	Council
Monday 15 April 2024	Special Council Grants Meeting
Friday 26 April 2024	Market Working Group
Monday 29 April 2024	Council
Monday 13 May 2024	Finance & Staffing Committee