



MINUTES OF THE FINANCE AND STAFFING COMMITTEE HELD
ON MONDAY 12 FEBRUARY 2024 AT THE TOWN HALL, YORK
STREET, SELBY

Contents

FS31	APOLOGIES FOR ABSENCE.....	2
FS32	DISCLOSURE OF INTEREST	2
FS33	MINUTES OF THE LAST MEETING.....	2
FS34	ALLOCATED BALANCES 2023/24	2
FS35	BUDGET POSITION 2023/24	2
FS35.1	Income and Expenditure Report and Budget Narrative.....	2
FS35.2	Budget Alignment Report	3
FS36	INVESTMENT UPDATE	3
FS36.1	Investment Account Status.....	3
FS36.2	Investment Interest Rate Report.....	3
FS37	DIRECT DEBIT & STANDING ORDER LIST	3
FS38	POLICY REVIEW.....	3
FS38.1	Policy Table.....	3
FS38.2	Business Plan.....	4
FS38.3	Financial Regulations	4
FS39	HEALTH, SAFETY AND WELFARE WORKING GROUP	4
FS40	SECTION 106 & CIL UPDATE.....	4
FS41	TOWN COUNCIL ACTION PLAN	5
FS42	PRIVATE SESSION.....	5
FS43	STAFFING 2023/24	5
FS43.1	Overtime Cost Report.....	5
FS43.2	Staff Update	5
FS43.3	Staff Proposal.....	5

FS44	APPRAISALS.....	6
FS44.1	Clerks Appraisal	6
FS44.2	Office Team Appraisals	6
FS44.3	Resource Team Appraisals	6
FS45	PROPOSED CHARGES 2024/25	6
FS45.1	Studio Hire Charges	6
FS45.2	Market Fees	6
FS46	CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS.....	7

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

IN ATTENDANCE: Town Clerk

FS31 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs J Proud and C Laskey

FS32 DISCLOSURE OF INTEREST

There were no Disclosures of Interests.

FS33 MINUTES OF THE LAST MEETING

Minutes of the Finance & Staffing Meeting held on Monday 16 October 2023 were received. These minutes had previously been ratified at Council on 30 October 2023.

RESOLVED: That the Minutes of the Finance & Staffing Committee held on Monday 16 October 2023 be noted.

FS34 ALLOCATED BALANCES 2023/24

The Clerk presented the allocated balance report for 31 December 2023 for consideration.

RESOLVED: That the report be noted.

FS35 BUDGET POSITION 2023/24

FS35.1 Income and Expenditure Report and Budget Narrative

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

The Clerk updated that the 1811 expenditure budget would be overspent due to higher than expected Business Rates and utility bills.

RESOLVED: That the reports be noted.

FS35.2 Budget Alignment Report
The Clerk provided the Budget Alignment report for consideration.

RESOLVED: That the update be noted.

FS36 INVESTMENT UPDATE

FS36.1 Investment Account Status
The Clerk presented the investment report. It was noted that the Unity Trust Bank Instant Access Account interest rate needed to be updated.

RESOLVED That the Clerks update be noted.

FS36.2 Investment Interest Rate Report
It was noted that the application submitted to United Trust Bank to open a 6 month term deposit account had been turned down. Consideration was given to other investment options.

RECOMMENDATION TO COUNCIL THAT:

- i. **£100,000 be deposited in Unity Trust Bank 6 month Deposit Account,**
- ii. **£100,000 be deposited in Unity Trust Bank 12 month Deposit Account, and**
- iii. **£52,484.09 be left in the Unity Trust Bank Instant Access Account.**

FS37 DIRECT DEBIT & STANDING ORDER LIST

The Direct Debit & Standing Order List was considered. The Clerk was asked to compare card machine fees.

RESOLVED THAT:

- i. **The Direct Debit & Standing Order List be approved, and**
- ii. **The Clerk compare card machine fees.**

FS38 POLICY REVIEW

FS38.1 Policy Table
The Clerk provided the list of policies specific to the Finance & Staffing committee.

It was agreed to move the review of the Early Retirement, Injury Payment and Retirement to the July Finance & Staffing Committee meeting.

RESOLVED THAT:

- i. **The update be noted, and**
- ii. **The review of the Early Retirement, Injury Payment and Retirement: LGPS Discretionary Payments to the July Finance & Staffing Committee meeting.**

FS38.2 Business Plan

The Clerk presented the Draft Business Plan for consideration. It was agreed to re-write section 3 and make some minor changes to some of the other sections.

RECOMMENDATION TO COUNCIL THAT: The Draft Business Plan be approved with the abovementioned changes.

FS38.3 Financial Regulations

It was noted that the thresholds for public procurement have changed from 1 January 2024 and the Clerk has updated accordingly.

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).

RESOLVED THAT:

- i. **The Clerks update be noted and,**
- ii. **The changes to the Financial Regulations be approved.**

FS39 HEALTH, SAFETY AND WELFARE WORKING GROUP

It was noted that the next Health, Safety & Welfare Working Group is to be held on-line on Monday 4 March 2024.

FS40 SECTION 106 & CIL UPDATE

FS40.1 S106

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

RESOLVED THAT: The update be noted.

FS40.2 CIL
Consideration was given to the update from the Clerk.

RESOLVED THAT: The update be noted.

FS40.3 Consideration was given to the report presented by the Clerk.

RESOLVED THAT:

- i. **The update be noted, and**
- ii. **A further estimate be sought for a 1.2m high fence.**

FS41 TOWN COUNCIL ACTION PLAN

Consideration was given to the Council's Action Plan updates provided by the Clerk.

RESOLVED THAT: The update be noted.

FS42 PRIVATE SESSION

A motion was agreed to move to Private Session

FS43 STAFFING 2023/24

FS43.1 Overtime Cost Report
The Clerk provided a staffing update report.

RESOLVED: That the report be noted.

FS43.2 Staff Update
The Clerks update was considered.

RECOMMENDATION TO COUNCIL THAT: The Council offer a full settlement up to the employees retirement date. (The outcome of the medical report is awaited).

FS43.3 Staff Proposal
Consideration was given to the Clerk's report. The Clerk was asked to clarify if funding would still be available for an apprentice if they commenced employment before the course started in September ready for the February Council meeting.

RECOMMENDATION TO COUNCIL THAT:

- i. **Council recruit an apprentice,**
- ii. **Enter an apprenticeship agreement with Askham Bryan College, and**

iii. **Recruit a part-time Resource Assistant (24hrs) to start late spring.**

FS44 APPRAISALS

FS44.1 Clerks Appraisal
The update was noted.

FS44.2 Office Team Appraisals
The update was noted.

FS44.3 Resource Team Appraisals
The update was noted.

FS45 PROPOSED CHARGES 2024/25

FS45.1 Studio Hire Charges
Consideration was given to the Clerks report. It was agreed that the rates in the following table be recommended to Council.

Local per hour (Office hours 9am – 5pm)	£12
Standard per hour (Office hours 9am – 5pm)	£16
Commercial per hour (Office hours 9am – 5pm)	£33
Local – Full Day (8hrs from 9am to 5pm)	£60
Standard – Full Day (8hrs from 9am to 5pm)	£80
Commercial – Full Day (8hrs from 9am to 5pm)	£165
Local per hour (Weekday after 5pm)	£22
Standard per hour (Weekday after 5pm)	£26
Commercial per hour (Weekday after 5pm)	£43
Local per hour (Saturday & Sunday)	£44.50
Standard per hour (Saturday & Sunday)	£48.50
Commercial per hour (Saturday & Sunday)	£65.50

RECOMMENDATION TO COUNCIL THAT: The above fees be approved.

FS45.2 Market Fees
Consideration was given to the Clerks report. It was agreed that the fees should not be increased. The fees are detailed below:

Weekly Market / Bank Holiday Market

	Per foot	Per metre
Regular trader	£1.30	£4.26
Casual trader	£1.70	£5.58
Bank Holiday trader	£2.50	£8.20
MINIMUM fee for B/Hol trader	£30	

Farmers Market

Pitch only	£15
Hire of pitch, gazebo & table	£25

RECOMMENDATION TO COUNCIL THAT: The above fees not to be increased.

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
Monday 29 April 2024	Council
Friday 10 May 2024	Market Working Group
Monday 13 May 2024	Finance & Staffing Committee