

Town Clerk
Mrs G Bell

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14 May 2024

Dear Councillor

Selby Town Council,
The Town Hall,
York Street
Selby YO8 4AJ
Tel: 01757 708449
Email:
admin@selbytowncouncil.gov.uk

Town Council Meeting - Monday 20 May 2024

You are hereby summoned to attend the meeting of the Town Council which has been arranged for **MONDAY 20 May 2024, at the TOWN HALL, YORK STREET, SELBY.**

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 as amended by Section 100A of the Local Government Act 1972, Schedule 12A 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 the 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 council meetings for non-meeting activities.

Yours sincerely

A handwritten signature in cursive script that reads 'G Bell'.

Clerk to the Council

To: All Town Councillors

Contents

14	PUBLIC QUESTIONS.....	3
15	APOLOGIES FOR ABSENCE	3
16	DISCLOSURES OF INTEREST.....	3
17	MINUTES OF LAST MEETING.....	3
	17.1 Minutes of Full Council Meeting.....	3
	17.2 Updates from last meeting.....	3
	17.3 Minutes of Finance and Staffing Committee	3
18	CORRESPONDENCE RECEIVED	3
19	ACCOUNTS	4
	19.1 Payments	4
	19.2 Balances.....	4
	19.3 Wedding Virement.....	4
20	TRAINING	4
21	BIG LOCAL.....	4
22	POLICIES TO BE REVIEWED.....	5
	22.1 Equality & Diversity Policy	5
23	ONGOING ITEMS – CLERK UPDATE	5
24	COMMUNITY ENGAGEMENT	5
25	PLANNING CONSULTATION RESPONSES.....	6
26	PRIVATE SESSION.....	6
27	SALARIES AND OVERTIME	6
28	SUPPORT FOR REFUGEES IN OUR COMMUNITY	6
29	CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS	6

AGENDA

14 PUBLIC QUESTIONS

15 APOLOGIES FOR ABSENCE

To **receive** any apologies for absence.

16 DISCLOSURES OF INTEREST

17 MINUTES OF LAST MEETING

17.1 Minutes of Full Council Meeting

To **confirm** as a correct record the minutes of the meeting of Council, held on 29 April 2024. (Pages 7 to 13 attached).

17.2 Updates from last meeting

There are no updates since the last meeting.

17.3 Minutes of Finance and Staffing Committee

To **consider** and **approve** the recommendations from the Finance and Staffing meeting, held on 13 May 2024. (Pages 14 to 18 attached).

RECOMMENDATION TO COUNCIL THAT:

- 1. FS52.2 i. Boxes 1 to 8 be agreed as yes on Section one of the Annual Governance statement,**
 - ii. Box 9 be agreed as Not Applicable on Section one of the Annual Governance Statement, and**
 - iii. The Annual Governance Accountability Return be approved.**

- 2. FS54.2 i. The Grievance Policy and Procedure be approved, and**
 - ii. The review date be set for May 2027**

- 3. FS54.3 i. The Disciplinary Policy and Procedure be approved, and**
 - ii. The review date set for May 2027**

18 CORRESPONDENCE RECEIVED

There has been no correspondence received.

19 ACCOUNTS

19.1 Payments

To **note** a folder containing all payments made since the last Town Council meeting will be presented to Council. The RBS report detailing the list of payments, petty cash payments and credit card transactions between 1 – 30 April 2024 are attached for **consideration**. (Pages 19 to 23 attached).

There are no Payments for approval over £1,500

19.2 Balances

The balance at the Unity Bank on 30 April 2024 was £935,699.51, the balance at the Lloyds Bank on 30 April 2024 was £9,724.87 and the value of the funds on term deposit are:

- £54,154.89 with Unity Trust Bank Savings Account (Instant Access)
- £100,000.00 with Unity Trust Bank (6 month account)
- £100,000.00 with Unity Trust Bank (12 month account)
- £93,779.73 (Bid Market Valuation as of 31 March 2024, Mid-Market Valuation £95,256.20) with Churches, Charities and Local Authorities (CCLA) Property Fund – (Page 24 attached).

19.3 Wedding Virement

There is no virement to transfer funds from the Wedding Budget to the Staffing Budget for May 2024.

Virements – Wedding Budget £500		
Details 2024/25	Cost £	Balance against Budget
Balance b/fwd.		£500.00
May 2024	£0	
Balance		£500.00

20 TRAINING

To **note** no further training has been completed this month.

21 BIG LOCAL

To **receive** the update from Cllr M Davis.

22 POLICIES TO BE REVIEWED

22.1 Equality & Diversity Policy

To **note** the Equality and Diversity Policy has been through staff consultation with no comments received. (Pages 25 to 29 attached).

To **consider** recommending approval and to **agree** a review date.

23 ONGOING ITEMS – CLERK UPDATE

23.1 Events

Twilight Market – Event fully booked.

Fun Day – Planning completed.

Food & Drink Festival – Planning under way.

Beer Festival – Planning has started and tickets are on sale.

23.2 Town Hall – No updates

23.3 Town Hall – Arts Centre – No updates.

23.4 Town Hall – Office – The office will be closed on Thursday 23 May to allow all the team to work together to file, store / shred, and organise the office.

23.5 Cemetery – The team are working hard to get back on schedule with all tasks that have been held up due to the poor weather conditions.

23.6 Longmann Hills Farmhouse – A report regarding the heating will be considered at the next Land & Property Committee meeting.

23.7 Market – The May Day Bank Holiday market was successful, and the next one, to be held next Monday, is booked up again.

23.8 Play Areas – No updates

23.9 Allotments – The Admin. Officer has completed the inspections and a full report will be provided to the next Land & Property Committee meeting.

23.10 Website – The Clerk is working through the website, tidying up the information on each page and ensuring the information provided is up to date and still relevant. The community calendar is expected to be live in June.

23.11 Street Furniture – No updates.

23.12 1811 Building – Sealed bids have been requested for the renovations and will be available to be considered at the next Land & Property Committee meeting

23.13 Highways – No updates.

24 COMMUNITY ENGAGEMENT

To **note** that the Community Engagement gazebo will be present at the following events:

Twilight Market – Friday 7 June

Family Fun Day – Sunday 23 June

Oktoberfest – Saturday 19 October

If any councillors are able to help at any of these events to let the Clerk know. In particular, the Family Fun Day as the Clerk and Deputy Clerk will be involved in coordinating the event.

25 PLANNING CONSULTATION RESPONSES

To **receive** the report on Planning Consultations dealt with under delegated authority since the last meeting of Council. (Page 30 attached).

26 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 27 to 28).

27 SALARIES AND OVERTIME

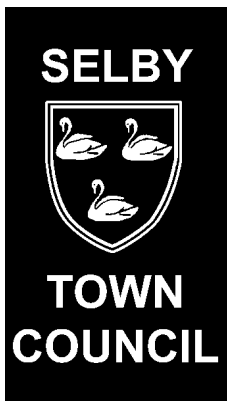
To **approve** the May 2024 Schedule of Salary Payments.

28 SUPPORT FOR REFUGEES IN OUR COMMUNITY

To **consider** ways of welcoming and supporting refugees in our community.

29 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

Monday 3 June 2024	Land & Property Committee
Monday 24 June 2024	Council
Monday 1 July 2024	Environment Committee
Monday 22 July 2024	Finance & Staffing Committee
Monday 29 July 2024	Council



**MINUTES OF THE PROCEEDINGS OF SELBY TOWN COUNCIL
HELD ON MONDAY 29 APRIL 2024 AT THE TOWN HALL, YORK
STREET, SELBY**

Contents

197	PUBLIC QUESTIONS.....	2
198	APOLOGIES FOR ABSENCE	2
199	DISCLOSURES OF INTEREST.....	2
200	MINUTES OF LAST MEETING.....	2
	200.1 Minutes of Full Council Meeting.....	2
	200.2 Updates from last meeting.....	2
	200.3 Minutes of Environment Committee.....	2
	200.4 Minutes of Special Grants Meeting.....	3
201	CORRESPONDENCE RECEIVED.....	3
202	ACCOUNTS	3
	202.1 Payments	3
	202.2 Balances.....	4
	202.3 Market Virement.....	4
	202.4 Wedding Virement.....	4
203	TRAINING	5
204	BIG LOCAL.....	5
205	ONGOING ITEMS – CLERK UPDATE	5
206	COMMUNITY ENGAGEMENT	6
207	SELBY ABBEY PRIMARY SCHOOL CROSSING PATROL	6
208	PLANNING CONSULTATION RESPONSES.....	6
209	OFFICE PUBLIC OPENING HOURS.....	6
210	PRIVATE SESSION	7
211	SALARIES AND OVERTIME	7
212	SUPPORT FOR REFUGEES IN OUR COMMUNITY	7
213	STAFF UPDATE.....	7
214	CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS	7

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

197 PUBLIC QUESTIONS

There were no members of the public present.

198 APOLOGIES FOR ABSENCE

Cllrs G Lockley, J Shaw-Wright, K Franks, J Proud, I Lawton, W Nichols S Andrew and H Davis.

199 DISCLOSURES OF INTEREST

There were no disclosures of interest.

200 MINUTES OF LAST MEETING

200.1 Minutes of Full Council Meeting

The minutes of the meeting of Council, held on 25 March 2024 were considered.

RESOLVED THAT: The minutes of the meeting of Council held on 25 March 2024 be approved as a correct record.

200.2 Updates from last meeting

Benches

It was noted that quotations have been received to replace the wooden benches on the Market Place, in front of the Abbey, and that these will be considered at the Finance & Staffing Committee in May.

RESOLVED: That the update be noted.

Co-option

Cllr M Dyson nominated Charlotte Middlebrook for the council member vacancy. This was seconded by Cllr K Arthur. A vote was taken and 4 members voted yes and 5 members abstained. The nomination was carried.

RESOLVED: That Charlotte Middlebrook is co-opted into the council member vacancy.

200.3 Minutes of Environment Committee

The recommendations from the Environment Committee meeting held on 8 April 2024 were considered.

RESOLVED THAT:

- i. The minutes of the Environment Committee meeting held on 8 April 2024 be approved as a correct record, and**

ii. The following recommendations be approved.

Item: E4.1 - That the Nature Recovery Plan is adopted.

E4.2 - That once the above items are complete, the badge is presented to full council for adoption.

E5.1 - That the Climate Action Plan is published as a working document that will be added to as actions are agreed.

200.4 Minutes of Special Grants Meeting

The minutes of the Special Grants Meeting held on 17 April 2024 were Considered.

It was noted that the numbering for this meeting was incorrect and did not follow on from the Special Grants Meeting. To correct this the Grants Meeting Minutes were amended to include a 'G' before the numbering.

It was noted that Dream Heritage had been missed from the draft minutes and had now been added.

RESOLVED: That the minutes of the Special Grants Meeting held on 17 April 2024 be approved as a correct record, with the abovementioned amendments.

201 CORRESPONDENCE RECEIVED

The Clerk updated that several expressions of thanks had been received from the groups who had been awarded grants.

RESOLVED: That the update be noted.

202 ACCOUNTS

202.1 Payments

A folder containing all payments made since the last Town Council meeting will be presented to Council. The RBS report detailing the list of payments, petty cash payments and credit card transactions between 1 – 31 March 2024 were considered.

The following payments over £1,500 were approved

YLCA - £1,837.00 – Annual Subscription

CreateTVT - £4,565.00 – Town Hall News (Newsletter)

Native Architects - £3,296.10 – Planning Application for Cemetery Storage

Carlton Main Frickley Colliery Band - £2,159.25 – Performance Fee

AR Entertainments - £2,514.00 – Rides for Funday

RESOLVED: That

- i. **The list of payments between 1 – 31 March 2024 in the sum of £84,785.65, the sum of the credit card payments made between 1 – 31 March in the sum of £683.59 and the Petty Cash payments made between 1 – 31 March 2024 in the sum of £451.41 be approved, and**
- ii. **The abovementioned payments over £1,500 be approved.**

202.2 Balances

The balance at the Unity Bank on 31 March 2024 was £676,493.81, the balance at the Lloyds Bank on 31 March 2024 was £9,724.87 and the value of the funds on term deposit are:

- £54,154.89 with Unity Trust Bank Savings Account (Instant Access)
- £100,000.00 with Unity Trust Bank (6 month account)
- £100,000.00 with Unity Trust Bank (12 month account)
- £93,779.73 (Bid Market Valuation as of 31 March 2024, Mid-Market Valuation £95,256.20) with Churches, Charities and Local Authorities (CCLA) Property Fund

RESOLVED: That the balance at the Unity Trust Bank, Lloyds Bank and funds on long term deposit be noted.

202.3 Market Virement

It was noted that the waste collection has been removed from the market. The traders are now responsible for taking any waste away with them. Therefore there is no longer a market virement and this item will be removed from future agendas.

RESOLVED: That the update be noted.

202.4 Wedding Virement

It was noted that there is no virement to transfer funds from the Wedding Budget to the Staffing Budget for April 2024.

Virements – Wedding Budget £500		
Details 2024/25	Cost £	Balance against Budget
Balance b/fwd.		£500.00
Apr 2024	£0	
Balance		£500.00

RESOLVED: That the update be noted.

203 TRAINING

It was noted that the following training had been completed:

Role	Training	Date Completed
Clerk	Office 365	4.4.24
Deputy Clerk	Induction for New Clerks	4.4.24
Clerk	Project Management	17.4.24

RESOLVED: That the update be noted.

204 BIG LOCAL

Cllr M Davis updated that there were no new updates.

RESOLVED: That the update be noted.

205 ONGOING ITEMS – CLERK UPDATE

205.1 Events

Twilight Market – Event fully booked.

Fun Day – Planning completed.

Food & Drink Festival – Planning under way.

Beer Festival – Planning has started and tickets are on sale.

205.2 Town Hall – No updates.

205.3 Town Hall – Arts Centre – Great publicity from the Look North Mayoral debate.

205.4 Town Hall – Office – Item 209.

205.5 Cemetery – Selby & District Beekeepers have donated a tree to the Cemetery to celebrate 150 years of the British Beekeepers Association. The tree planting ceremony took place on Wednesday 24 April and the Mayor was in attendance.

205.6 Longmann Hills Farmhouse – No updates.

205.7 Market – Unfortunately due to the poor weather not all the traders turned up.

205.8 Play Areas – No updates.

205.9 Allotments – Continuous rain has meant that the allotments are suffering from flooding. Unfortunately due to the saturated ground and high water table there is nothing the Council can do to alleviate the problems.

205.10 Website – A trial calendar has been set up on the website and the staff are working to populate it to enable a final test before it goes live. Along with Council meetings/events, residents will also be able to submit events to be approved before being added to the calendar.

205.11 Street Furniture – Nothing to add.

205.12 1811 Building – No updates.

205.13 Highways – No updates.

RESOLVED: That the updates be noted.

206 COMMUNITY ENGAGEMENT

It was noted that the Community Engagement gazebo was present at the Monday Market on 22 April 2024 for Earth Day. The footfall was quiet due to the weather, but some members of the public did stop to speak with us about various items.

It was noted that the Community Engagement gazebo will be present at the following events:

Twilight Market – Friday 7 June
Family Fun Day – Sunday 23 June
Oktoberfest – Saturday 19 October

RESOLVED: That the updates be noted.

207 SELBY ABBEY PRIMARY SCHOOL CROSSING PATROL

The report from the Deputy Clerk regarding the school crossing patrol at Selby Abbey Primary School was received.

Council requested that the Clerk writes to North Yorkshire to ask that the parking patrol is reinstated outside the school. They also requested that the absence of zigzag lines outside the school gates to be addressed. Currently cars are parking outside the school gates and children are having to cross the road between parked cars.

RESOLVED: That the Clerk writes to North Yorkshire Council to request that the school crossing patrol is reinstated and that zigzag lines are painted outside the school gates.

208 PLANNING CONSULTATION RESPONSES

The Clerk reported on Planning Consultations dealt with under delegated authority since the last meeting of Council.

RESOLVED: That the update be noted.

209 OFFICE PUBLIC OPENING HOURS

The Clerk's report regarding office public opening hours was received.

Council agreed to trial the closure of the office to members of the public on Fridays. Staff will still be in the office, available to answer the phone and respond to emails. The trial will be carried out over three months and the Clerk will report back to council in July and a decision made as to whether to continue with this.

RESOLVED THAT:

- i. The office will be closed to members of the public on Fridays, and
- ii. That following a trial period of three months the Clerk will report back to Council at the July meeting where a decision will be made as to whether this will be put in place permanently.

210 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 211 to 213).

211 SALARIES AND OVERTIME

The April 2024 Schedule of Salary Payments were presented for approval.

RESOLVED: That the schedule of salary payments for April 2024 in the sum of £21,580.49 be approved.

212 SUPPORT FOR REFUGEES IN OUR COMMUNITY

There was no new update.

213 STAFF UPDATE

It was noted that the Resource Assistant commenced employment with the Council on Monday 22 April 2024.

It was noted that one of the caretakers will officially retire on 21 May 2024. The Clerk has started the process to recruit a replacement.

Council requested that the Clerk writes to the caretaker to thank them for their years of loyal service.

RESOLVED THAT:

- i. The updates be noted, and
- ii. The Clerk writes to the caretaker thanking them for their service.

214 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

Friday 10 May 2024	Market Working Group
Monday 13 May 2024	Finance & Staffing Committee
Wednesday 15 May 2024	Ann. Town Meeting/Grants Presentation
Monday 20 May 2024	Ann. Council & Council
Monday 3 June 2024	Land & Property Committee
Monday 24 June 2024	Council



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

Contents

FS46	APOLOGIES FOR ABSENCE	2
FS47	DISCLOSURE OF INTEREST	2
FS48	MINUTES OF THE LAST MEETING.....	2
FS49	ALLOCATED BALANCES 2023/24.....	2
FS50	BUDGET POSITION 2023/24	2
FS50.1	Income and Expenditure Report and Budget Narrative	2
FS50.2	Budget Alignment Report.....	2
FS51	ANNUAL RETURN 2023/24.....	3
FS51.1	Internal Audit Report.....	3
FS51.2	Annual Governance Annual Return	3
FS52	INVESTMENT UPDATE	3
FS52.1	Investment Account Status	3
FS53	DIRECT DEBIT & STANDING ORDER LIST	3
FS54	POLICY REVIEW	3
FS54.1	Policy Table	3
FS54.2	Grievance Policy and Procedure.....	4
FS54.3	Disciplinary Policy and Procedure.....	4
FS55	HEALTH, SAFETY AND WELFARE WORKING GROUP	4
FS55.1	Health, Safety and Welfare Working Group Notes	4
FS55.2	Health & Safety Support Update	4
FS56	SECTION 106 & CIL UPDATE.....	5
FS56.1	S106	5
FS56.2	CIL.....	5

FS57	TOWN COUNCIL ACTION PLAN	5
FS58	PRIVATE SESSION	5
FS59	STAFFING 2023/24	5
FS59.1	Overtime Cost Report.....	5
FS59.2	Staff Update.....	5
FS60	CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS.....	5

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

IN ATTENDANCE: Town Clerk

FS46 APOLOGIES FOR ABSENCE
Apologies were received from Cllrs J Proud

FS47 DISCLOSURE OF INTEREST
There were no Disclosures of Interests.

FS48 MINUTES OF THE LAST MEETING
Minutes of the Finance & Staffing Meeting held on Monday 12 February 2024 were received. These minutes had previously been ratified at Council on 26 February 2024.

RESOLVED: That the Minutes of the Finance & Staffing Committee held on Monday 12 February 2024 be noted.

FS49 ALLOCATED BALANCES 2023/24
The Clerk presented the allocated balance report for 31 March 2024 for consideration.

RESOLVED: That the report be noted.

FS50 BUDGET POSITION 2023/24
FS50.1 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.

FS50.2 Budget Alignment Report
The Clerk provided the Budget Alignment report for consideration.

RESOLVED: That the update be noted.

FS51 ANNUAL RETURN 2023/24

FS51.1 Internal Audit Report

RESOLVED: That the Internal Auditors' Report be noted.

FS51.2 Annual Governance Annual Return

The Annual Governance Annual Return was considered.

RECOMMENDATION TO COUNCIL THAT:

- i. **Boxes 1 to 8 be agreed as yes on Section one of the Annual Governance statement,**
- ii. **Box 9 be agreed as Not Applicable on Section one of the Annual Governance Statement, and**
- iii. **The Annual Governance Accountability Return be approved.**

FS52 INVESTMENT UPDATE

FS52.1 Investment Account Status

The Clerk presented the investment report.

RESOLVED: That the Clerks update be noted.

FS53 DIRECT DEBIT & STANDING ORDER LIST

The Direct Debit & Standing Order List was considered. The Clerk was asked to appeal the Non Domestic Rates Bill for the 1811.

RESOLVED THAT:

- i. **The Clerk appeal the Non Domestic Rates Bill for the 1811, and**
- ii. **the Direct Debit & Standing Order List be approved.**

FS54 POLICY REVIEW

FS54.1 Policy Table

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

The Clerk updated that NALC had issued updated Financial Regulations, however it had been too late for this meeting for the Clerk to present for consideration. The Clerk informed the committee that she was satisfied that the Town Councils current Financial Regulations met

all the legal requirements and it was agreed that NALC's policy be brought to the July Finance and Staffing Committee for consideration.

RESOLVED THAT:

- i. **The NALC Financial Regulations be brought to the July Finance and Staffing Committee, and**
- ii. **That the update be noted**

FS54.2 Grievance Policy and Procedure
The Clerk presented Grievance Policy for consideration.

RECOMMENDATION TO COUNCIL THAT:

- i. **The Grievance Policy and Procedure be approved, and**
- ii. **The review date be set for May 2027**

FS54.3 Disciplinary Policy and Procedure
The Clerk presented the Disciplinary Policy and Procedure for consideration. There were a couple of minor amendments to wording that did not affect the policy and procedure.

RECOMMENDATION TO COUNCIL THAT:

- i. **The Disciplinary Policy and Procedure be approved, and**
- ii. **The review date set for May 2027**

FS55 HEALTH, SAFETY AND WELFARE WORKING GROUP

FS55.1 Health, Safety and Welfare Working Group Notes
The Clerk presented the notes from the Health, Safety and Welfare Working Group meeting held on 3 March 2024.

RESOLVED: That the notes of the Health, Safety and Welfare Working Group be approved.

FS55.2 Health & Safety Support Update
It was noted that the new Health & Safety portal is in operation and that the first visit from the company's H&S officer is scheduled for June

The Clerk updated that members of the Resource Team, along with the Facilities Manager and the Arts Officer would be attending Manual Handling training on the 14 May 2024.

RESOLVED: That the updates be noted.

FS56 SECTION 106 & CIL UPDATE

FS56.1 S106

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

RESOLVED: That the update be noted.

FS56.2 CIL

Consideration was given to the update from the Clerk.

RESOLVED: That the update be noted.

FS57 TOWN COUNCIL ACTION PLAN

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

RESOLVED: That the update be noted.

FS58 PRIVATE SESSION

A motion was agreed to move to Private Session

FS59 STAFFING 2023/24

FS59.1 Overtime Cost Report

The Clerk provided a staffing update report.

RESOLVED: That the report be noted.

FS59.2 Staff Update

The Clerks update was considered. It was agreed that the deadline for the Facilities Assistant be extended if required.

RESOLVED: That the update be noted.

FS60 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

Wednesday 15 May 2024	Annual Towns Meeting & Grants Presentation
Monday 20 May 2024	Annual & May Council
Monday 3 June 2024	Land & Property Committee
Monday 24 June 2024	Council
Monday 22 July 2024	Finance & Staffing Committee
Monday 29 July 2024	Council

List of Payments made between 01/04/2024 and 30/04/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/04/2024	Selby Community Trust	Bacs	114.50		Refund for payment by Card
02/04/2024	N Yorks Council	DD	548.00		Cemetery Business Rates
02/04/2024	N Yorks Council	DD	621.50		Town Hall Business Rates
03/04/2024	Asp Events Ltd	Bacs1	788.72		Per Fee John Robb - Balance
03/04/2024	Zurich Municipal	Bacs2	11,925.84		Insurance 24/25
03/04/2024	Careline Security Ltd	Bacs3	49.80		Alarm Call Out - 1811
03/04/2024	South Yorkshire Mowers Ltd	Bacs4	957.60		Purchase Weibang Mower
03/04/2024	Careline Security Ltd	Bacs5	192.00		Annual Keyholding Cemetery
03/04/2024	24 Networks & Security LTD	Bacs6	72.00		Mthly Remote Access - Barwic
03/04/2024	Careline Security Ltd	Bacs7	210.00		Annual Keyholdng 1811
03/04/2024	Careline Security Ltd	Bacs8	210.00		Annual Keyholding T Hall
03/04/2024	NY Highways Ltd	Bacs9	143.74		Fuel@Van
03/04/2024	Had-IT Ltd	Bacs10	102.00		Support Contract
03/04/2024	SSE	DD	118.04		DD - Elec @ Chapel
03/04/2024	SSE	DD1	874.14		DD - Gas Town Hall
04/04/2024	Rialtas	Bacs11	132.00		Software Support & Maint - Accounts software
04/04/2024	Rialtas	Bacs12	508.80		Back Up Support & Maint - Accounts Back up
04/04/2024	The Jolly Sailor	Bacs13	144.00		Bar Order
04/04/2024	Rialtas	Bacs14	1,198.80		Sales & Purch Support & Maint - Accounts software
04/04/2024	Savoy Systems Ltd	Bacs15	378.60		Oscar Rental
04/04/2024	Viking	Bacs16	59.86		Toilet Roll
04/04/2024	Rialtas	Bacs17	696.00		Cemeteries Support & Maint -Software system
04/04/2024	O2	DD2	53.48		DD - O2 Mobiles
04/04/2024	Amazon	CARD	12.10		Gloves for Tony
04/04/2024	Amazon	CORRECTION	-12.10		Wrong cashbook
05/04/2024	Nabma	Bacs18	434.00		NABMA Annual Subs
05/04/2024	Sage (UK) Limited	Bacs19	669.60		Sage Payroll - Annual subscription
05/04/2024	Portal Plan Quest Limited	Bacs20	642.00		Planning Application @ Storage
05/04/2024	Business Stream	Bacs21	233.15		Water @ Stonebridge Allotments
05/04/2024	Business Stream	Bacs22	69.92		Water@Cemetery
05/04/2024	Business Stream	Bacs23	258.87		Water @ Westbourne Allotments
05/04/2024	JT & S Hewitt	Bacs24	66.00		Window Cleaning TH - April
05/04/2024	Rontec	CARD	109.14		Fuel for Van
05/04/2024	Rontec	CORRECTION	-109.14		Wrong cashbook
08/04/2024	SSE	DD3	295.93		DD - Elec Town Hall
08/04/2024	N Yorks Council	DD	58.09		Market Business Rates
11/04/2024	LWC DRINKS	DD4	308.05		DD - Bar Order
11/04/2024	BG Services	DD	40.32		Lodge Boiler Cover
12/04/2024	J McGrath	BACS	64.50		Glasses & Eye Test
12/04/2024	Strange Reality Music Producti	Bacs25	90.00		Tech Support @ NTL
12/04/2024	JT Electrical Service	Bacs26	100.00		Replace Double Sockets @ Rec Changing rooms
12/04/2024	The Wishing Well	Bacs27	254.85		Accommodation Ally Bain
12/04/2024	The Wishing Well	Bacs28	96.90		Accommodation Tim O'Brien
12/04/2024	ES Solutions ltd	Bacs29	4,188.00		Picnic table for Bondgate- CEF Funds
12/04/2024	Yorkshire Purchasing Organisat	Bacs30	91.76		Handtowels 2 Ply
15/04/2024	Screwfix	Bacs31	28.99		Metal Drill Bits
15/04/2024	Society of Local Council Clerk	Bacs32	156.00		Training - Stacey - Net Zero

List of Payments made between 01/04/2024 and 30/04/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/04/2024	CreateTVT	Bacs33	262.80		Selby Journal Ad - Twilight
15/04/2024	N Yorks Council	DD	892.69		1811 Business Rates
16/04/2024	Yorkshire Local Councils Assoc	Bacs34	70.00		Clerk Training Stacey
16/04/2024	Elmirst Parker LLP	Bacs35	100.00		Refund Transfer Fee R Thompson
16/04/2024	Lloyds Card	DD	705.69		Clear Balance
17/04/2024	Strange Reality Music Producti	Bacs36	135.00		Tech Support Sept in the Rain
17/04/2024	Shorrock Trichem Ltd	Bacs37	307.37		Hygiene Contract
18/04/2024	A.B. Electrical Wholesalers Lt	Bacs	13.21		Replacement socket - Farmhouse
18/04/2024	arco Limited	Bacs1	80.39		PPE - New member of team
18/04/2024	arco Limited	Bacs2	68.36		Blue Roll
18/04/2024	Unity Trust Bank	DD	21,580.49		April Payroll
18/04/2024	HMRC	BACS	6,966.43		April Payroll
18/04/2024	NY Pension Fund	BACS	7,144.97		April Payroll
18/04/2024	Prudential LGAVC Cash	BACS	370.98		April Payroll
18/04/2024	Unison	BACS	81.25		April Payroll
19/04/2024	Yorkshire Local Councils Assoc	Bacs3	30.00		Webinar Training Stacey
19/04/2024	The Jolly Sailor	Bacs4	144.00		Bar Order
19/04/2024	Jaydee Living Ltd	Bacs5	1,183.08		Outdoor Steel Litter Bins
19/04/2024	arco Limited	Bacs6	112.55		PPE New Member of team
19/04/2024	World Pay	DD5	182.53		DD - Transaction Charges
19/04/2024	World Pay	DD6	84.47		DD Transaction Charges
19/04/2024	World Pay	DD7	15.00		DD -Transaction Charges
22/04/2024	North Yorkshire Council	Bacs7	1,143.30		Commercial Waste @ THall
22/04/2024	North Yorkshire Council	Bacs8	1,294.88		Commercial Waste @ Cem
22/04/2024	Screwfix	Bacs9	15.18		Masonry Drill Bits
22/04/2024	Reynolds Selby	Bacs10	652.56		Replace Igniton & Key Van
22/04/2024	Screwfix	Bacs11	29.96		Wood Filler
22/04/2024	arco Limited	Bacs12	32.93		Workwear New member of team
22/04/2024	SSE	DD8	2,870.60		DD - Gas @ 1811 - noted higher than approved DD
23/04/2024	National Theatre	Bacs13	291.50		NTL - Motive & The Cue
23/04/2024	SSE	DD9	128.85		DD - Elec @ Cem
23/04/2024	SSE	DD10	298.77		DD - Elec @1811 - Quarterly payment
24/04/2024	Francotyp Postalia Ltd	DD11	400.00		DD - Postage
24/04/2024	2 Circles Communication	DD12	481.15		DD - Mobiles & office pones
25/04/2024	Northern Internal Audit	Bacs14	350.00		Year End Audit
25/04/2024	Careline Security Ltd	Bacs15	49.80		Alarm Call Out @ 1811
25/04/2024	LWC DRINKS	DD13	338.90		DD - Bar Order
26/04/2024	North Yorkshire Council	Bacs16	289.00		Planning Application - Storage - additional payment
26/04/2024	arco Limited	Bacs17	40.21		Hi Vis Jacket - new member of team
26/04/2024	Screwfix	Bacs18	5.99		Survey Marking Paint @ Cem
26/04/2024	Business Stream	Bacs19	81.37		Water @ 1811 Jan to April
26/04/2024	Flintons Landscape Gardening	Bacs20	480.00		Reset & Rehang Gate @ S/bridge
26/04/2024	Highfield Promotions Ltd	Bacs21	384.19		Performance Fee Sinatra RAW
26/04/2024	Society of Local Council Clerk	Bacs22	36.00		Training - Planning G Bell
26/04/2024	Cloudy IT	Bacs23	72.00		Webinar Training GB
26/04/2024	JED Productions	Bacs	920.00		Ticket Sales Sept in the Rain
29/04/2024	G Bell	BACS	64.50		Glasses and Eye Test

Unity Trust Bank A/c

List of Payments made between 01/04/2024 and 30/04/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/04/2024	Native Architects Limited	Bacs24	3,296.10		Planning Fee - Cem Storage
30/04/2024	CreateTVT	Bacs25	4,565.00		Newsletter
30/04/2024	Yorkshire Local Councils Assoc	Bacs26	1,837.00		YLCA Annual Subs
30/04/2024	Stones4homes Ltd	Bacs27	206.64		Landscaping Bark Mulch - Cem
30/04/2024	Avalon Promotions Ltd	Bacs28	780.00		Perf Fee Comedy Network April
30/04/2024	Cloudy IT	Bacs	72.00		GB Training
30/04/2024	Unity	DD	20.99		e-payment charge
Total Payments			<u>90,306.98</u>		

Time: 18:00

Petty Cash

List of Payments made between 01/04/2024 and 30/04/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/04/2024	Morrisons	CASH	53.69		Bar
13/04/2024	Morrisons	CASH	17.92		Rider Sinatra
13/04/2024	NYC	CASH	1.00		Tony Parking
18/04/2024	Tesco Supermarket	CASH	22.86		Small Venues Refreshments
18/04/2024	Tesco Supermarket	CASH	1.45		Sponges
18/04/2024	Tesco Supermarket	CASH	1.00		Ice Cubes
18/04/2024	Tesco Supermarket	CORRECTION	-22.86		Incorrect amount
18/04/2024	Tesco Supermarket	CASH	22.68		Small Venues Refreshments
20/04/2024	Morrisons	CASH	14.91		Rider Rua Lia and Bar
22/04/2024	Yorkshire Trading Company	CASH	14.97		Key Cutting - Cemetery
24/04/2024	Tesco Supermarket	CASH	9.30		Washing Up Liquid
24/04/2024	Tesco Supermarket	CASH	0.91		Rider Russell Kane
24/04/2024	Morrisons	CASH	35.89		Rider and Bar - Russell Kane
30/04/2024	Post Office	CASH	3.05		Signed for Tickets
Total Payments			176.77		

List of Payments made between 01/04/2024 and 30/04/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2024	Adobe Systems Services	CARD	16.64		Adobe Systems Services
01/04/2024	Facebook	CARD	22.10		Adverts
02/04/2024	Garden Supply Direct	CARD	382.15		Bulbs for Cemetery
02/04/2024	Llyods	CARD	3.00		Monthly card fee
04/04/2024	Amazon	CARD	12.10		Gloves for Tony
05/04/2024	CPC - Premier Farnell UK	CARD	25.26	SR	Extension Leads
05/04/2024	Rontec	CARD	109.14		Fuel for Van
05/04/2024	Smarty	CARD	10.80		Allotment Tablet Sim
07/04/2024	Smarty	CARD	10.00		Fac Man Tablet SIM
07/04/2024	Smarty	CARD	10.00		Fac Sup Tablet SIM
09/04/2024	Chair Cover Depot	CARD	23.14	CJ	Cocktail Table Skirt Cover
09/04/2024	Eventbright	CARD	39.22		Gill Training
12/04/2024	Adobe Systems Services	CARD	16.64	GB	Acrobat Pro
12/04/2024	Amazon	CARD	58.75	CJ	Bar Table
16/04/2024	Lamp Light of Peace	CARD	55.00		D-Day Lamp
17/04/2024	Amazon	CARD	55.99	TH	Kettle & Toaster@Cem
17/04/2024	SJ Tools	CARD	116.16	TH	Bolt Cutters
19/04/2024	Selby Service Station (Fuel)	CARD	110.45	TH	Fuel Van
23/04/2024	Cleanstore	CARD	449.94	GB	Nilfisk Pressure Washer
25/04/2024	Eventbrite	CARD	39.22		SR climate training
25/04/2024	Microsoft	CARD	44.10		Monthly Subscription
25/04/2024	Microsoft	CARD	216.30		Monthly Subscription
26/04/2024	Heaton Catering Equipment	CARD	31.93	CJ	Wine Glasses
26/04/2024	CPC - Premier Farnell UK	CARD	46.72	SR	Cable Protectors
Total Payments			1,904.75		

Statement of Account

Mrs Bell
Town Hall York Street
SELBY
North Yorkshire
YO8 4AJ

5 April 2024

Account name: **SELBY TOWN COUNCIL-SELBY TOWN COUNCIL**
Account number: **LA3077604-001**
Statement period: **31/12/2023 to 31/03/2024**

Account summary

Total valuation as at 31 March 2024 **£95,256.20**
Total valuation as at last statement at 31 December 2023 **£95,896.36**

Holdings as at 31 March 2024

Fund name	Unit/share holdings	Net Asset Value price per unit/share (£)	Net Asset Value (£)	Bid price per unit/share (£)	Bid Value valuation (£)
The Local Authorities Property Fund Inc GB0005216642	34,386.0000	2.770203	95,256.20	2.727265	93,779.73
			Mid Value	Bid Value	
			£95,256.20	£93,779.73	

Transactions for the period from 31 December 2023 to 31 March 2024

The Local Authorities Property Fund Inc

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
31/01/2024	Paid to Nominated Bank Details			£1,234.19

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

clientservices@ccla.co.uk Freephone 0800 022 3505 www.ccla.co.uk

Fund documentation is available at www.ccla.co.uk/investments, or may be requested from our Client Services team. Telephone calls are recorded. CCLA Fund Managers Limited (registered in England and Wales, No. 8735639) is authorised and regulated by the Financial Conduct Authority. Registered address: One Angel Lane, London EC4R 3AB.



Selby Town Council (“the council”)

Equality & Diversity Policy

Contents

1. Our commitment	1
2. The law	1
3. Types of unlawful discrimination	2
4. Equal opportunities in employment	3
5. Dignity at work	4
6. People not employed by the council.....	4
7. Training.....	4
8. Your responsibilities.....	4
9. Grievances	4
10. Monitoring and review.....	4

1. Our commitment

The council is committed to providing equal opportunities in employment and to avoiding unlawful discrimination.

This policy is intended to assist the council to put this commitment into practice.

Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

2. The law

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".

Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.

The council will not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

3. Types of unlawful discrimination

Direct discrimination is where a person is treated less favourably than another because of a protected characteristic.

In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Harassment is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.

Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that he/she has a particular protected characteristic when he/she does not, in fact, have that protected characteristic.

Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties.

Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because he/she made or supported a complaint or raised a grievance under the Equality Act 2010, or because he/she is

suspected of doing so. However, an employee is not protected from victimisation if he/she acted maliciously or made or supported an untrue complaint.

Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

4. Equal opportunities in employment

The council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

Recruitment

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

Working practices

The council will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the council considers it has good reasons, unrelated to any protected characteristic, for doing so. The council will comply with its obligations in relation to statutory requests for contract variations. The council will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

Equal opportunities monitoring

The council will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process. The council treats personal data collected for reviewing equality and diversity in accordance with the data protection policy. Information about how data is used and the basis for processing is provided in the council's privacy notices.

5. Dignity at work

The council has a separate dignity at work policy concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.

6. People not employed by the council

The council will not discriminate unlawfully against those using or seeking to use the services provided by the council.

You should report any bullying or harassment by suppliers, visitors or others to the council who will take appropriate action.

7. Training

The council will provide training in equal opportunities to those likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

The council will raise awareness of] all staff engaged to work at the council to help them understand their rights and responsibilities under the dignity at work policy and what they can do to help create a working environment free of bullying and harassment.

8. Your responsibilities

Every employee is required to assist the council to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the council for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the council's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

9. Grievances

If you consider that you may have been unlawfully discriminated against, you should use the council's grievance procedure to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is modified as set out in the dignity at work policy.

The council will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

10. Monitoring and review

This policy will be monitored periodically by the council to judge its effectiveness and will be updated in accordance with changes in the law. [In particular, the council will monitor the ethnic and gender composition of the existing workforce and of applicants

for jobs (including promotion), and the number of people with disabilities within these groups, and will review its equal opportunities policy in accordance with the results shown by the monitoring. If changes are required, the council will implement them. Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with relevant data protection legislation.]

This is a non-contractual procedure which will be reviewed from time to time.

Date of Approval	
Latest date of next Review	
Cross Reference Documents	Annual Leave Policy Grievance and Disciplinary Policies and Procedures Sickness Policy TOIL & Flexitime Policy Information & Data Protection Policy Training Policy Dignity at Work Policy Record Management Policy Privacy Notice, Staff, Cllrs and Role Holders

PLANNING RESPONSES DEALT WITH UNDER DELEGATED AUTHORITY SINCE THE LAST MEETING OF COUNCIL

20.5.24

Application No	Description	Response
ZG2024/0312/FUL	Construction of plant cage/compound and installation of air conditioning/refrigeration plant thereto, construction of bin store and 2 no. openings in soffit and 1 no. in elevation for pipework and vent grills Argos Catalogue Store, Three Lakes Retail Park, Selby	Selby Town Council has no objection to this application subject to consultation with North Yorkshire Council Environmental Health
ZG2024/0327/FUL	Erection of canopy to rear elevation, existing fire exit door to be widened to receive roller shutter, and existing roller shutter opening to be reduced in width for new fire exit door Argos Catalogue Store, Three Lakes Retail Park, Selby	Selby Town Council has no objection to this application
ZG2024/0275/LBC	Listed building consent for 1 No non illuminated PVC banner and 1 No non illuminated composite sign (retrospective) 16 Park Street, Selby, YO8 4PW	Selby Town Council object to the banner on the railings of the listed building, however there is no objection to the composite sign