

Town Clerk
Mrs G Bell

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7 May 2024

Dear Councillor

Finance & Staffing Committee Meeting – Monday 13 May 2024

You are hereby summoned to attend the meeting of Selby Town Council which has been arranged for **MONDAY 13 MAY 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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AGENDA

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FS46 APOLOGIES FOR ABSENCE

FS47 DISCLOSURE OF INTEREST

FS48 MINUTES OF LAST MEETING

To **note** the minutes of the Finance & Staffing Committee meeting held on the 12 February 2024. These minutes have been previously ratified at Council on 26 February 2024. (Pages 6 to 12 attached).

FS49 ALLOCATED BALANCES 2023/24

To **consider** the Allocated Balance Report as of 31 March 2024. (Page 13 attached).

FS50 BUDGET POSITION 2023/24

FS50.1 Income and Expenditure Report and Budget Narrative

To **consider** the Income and Expenditure report and budget narrative report provided as of 31 March 2024. (Pages 14 to 22 attached).

FS50.2 Budget Alignment Report

To **receive** the budget alignment report up to 31 March 2024. (Page 23 attached)

FS51 ANNUAL RETURN 2023/24

FS51.1 To **receive and consider** the year-end internal audit (Page 24 attached).

FS51.2 To **receive** and **consider** recommending the authorisation of the Annual Governance Annual Return (Pages 25 to 28 attached).

The deadline by which the completed Annual Return and all applicable supporting documents must be submitted to the External Auditor is 30 June 2024. The appointed External Auditor for 2023/24 is PKF Littlejohn.

FS52 INVESTMENT UPDATE

FS52.1 Investment Account Status

To **receive** and **review** the report of the Clerk with regard to the CCLA Investment, the Unity Trust Deposit Account and the Term Deposits accounts held at Unity Trust Bank at 31 March 2024. (Page 29 attached).

- FS53 DIRECT DEBIT / STANDING ORDER LIST**
To **receive** the updated Direct Debit / Standing Order List (Page 30 attached).
- FS54 POLICY REVIEW**
- FS54.1 Policy Table
To **receive** the list of policies specific to the Finance & Staffing committee. (Page 31 attached).
- FS54.2 Grievance Policy and Procedure
To **receive** and **consider** the Grievance Policy. The Clerk has not made any changes to the policy other than tidying up the numbering. To **note** the policy is based on the NALC template. (Pages 32 – 37 attached).
- FS54.3 Disciplinary Policy and Procedure
To **receive** and **consider** the Disciplinary Policy. The Clerk has not made any changes to the policy other than tidying up the numbering. To **note** that the policy is based on the NALC template. (Pages 38 – 52 attached).
- FS55 HEALTH, SAFETY AND WELFARE WORKING GROUP**
- FS55.1 Health, Safety & Welfare Working Group Notes
To **receive** and **consider** the notes of the Health, Safety & Welfare Group held on-line on 3 March 2024. (Pages 53 – 54 attached).
- FS55.2 Health & Safety Support Update
To **note** 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.
- To **note** that all members of the Resource Team, the Facilities Manager and the Arts Officer will be receiving Manual Handling training on the 14 May.
- FS56 SECTION 106 & CIL UPDATE**
- FS56.1 To **note** the balance of S106 is £88,334.00 – Relating to Old Civic Centre – Portholme Road Selby Planning Permission 2020/0776/FULM
- FS56.2 To **consider** the update of the Clerk with regard to CIL funding available (Page 55 attached).
- FS56.3 To **consider** a report showing suggestions for using S106 and CIL funding. (Pages 56 -58 attached).

FS57 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 FS54

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

Investments – see item FS52.1

Earmarked Reserves – see item FS49

FS58 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 (Item FS59).

FS59 STAFFING 2023/24

FS59.1 Overtime Cost Report

To **consider** the overtime update report of the Clerk for 2023/24 (Page 59 attached).

FS59.2 Staff Update

To **receive** and **consider** the update from the Clerk (Page 60 attached).

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