

Town Clerk
Mrs G Bell

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16 July 2024

Dear Councillor

Finance & Staffing Committee Meeting – Monday 22 July 2024

You are hereby summoned to attend the meeting of Selby Town Council which has been arranged for **MONDAY 22 JULY 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 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 councils meeting for non-meeting activities.

Yours sincerely

Clerk to the Council

To: Cllrs W Nichols, S Andrew, M Dyson, C Laskey, J Proud, S Shaw-Wright,
F Matthews, M Davis and T Beharrell

All Councillors for information



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AGENDA

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FS1 TO APPOINT A CHAIR AND VICE CHAIR

FS2 APOLOGIES FOR ABSENCE

FS3 DISCLOSURE OF INTEREST

FS4 MINUTES OF LAST MEETING

To **note** the minutes of the Finance & Staffing Committee meeting held on the 13 May 2024. These minutes have been previously ratified at Council on 20 May 2024. (Pages 7 to 11 attached).

FS5 ALLOCATED BALANCES 2024/25

FS5.1 Unallocated Balance Report 1 April 2024

To **receive** and **consider** the Unallocated Balance Report at 1 April 2024. (Page 12 attached).

FS5.2 Allocated Balance Report 30 June 2024

To **receive** and **consider** the Allocated Balance Report as of 30 June 2024. (Page 13 attached)

FS6 BUDGET POSITION 2024/25

FS6.1 Income and Expenditure Report and Budget Narrative

To **receive** and **consider** the Income and Expenditure report and budget narrative report provided as of 30 June 2024. (Pages 14 to 20 attached).

FS6.2 Budget Alignment Report

To **receive** and **consider** the budget alignment report up to 30 June 2024. (Page 21 attached)

FS7 INVESTMENT UPDATE

To **receive** and **review** the report of the Clerk with regard to the CCLA Investment, Unity Trust Term Deposit Accounts and Unity Trust Deposit Account. (Page 22 attached).

FS8 DIRECT DEBIT / STANDING ORDER LIST

To **receive** the updated Direct Debit / Standing Order List (Page 23 attached).

FS9 POLICY REVIEW

FS9.1 Policy Table

To **receive** the list of policies specific to the Finance & Staffing committee. (Page 24 attached).

FS9.2 Early Retirement Policy
To **receive** and **consider** the Early Retirement Policy. The Clerk has not suggested any amendments. (Pages 25 to 31 attached).

FS9.3 Injury Payment Scheme
To **receive** and **consider** the Injury Payment Scheme. The Clerk has not suggested any amendments. (Pages 32 to 36 attached).

FS9.4 LGPS Discretions Policy
To **receive** and **consider** the LGPS Discretions Policy.
To **note** the NYPF discretions are coded as follows:

- Mandatory: the employer must formulate, publish and keep under review a policy on these discretions.
- Recommended: there is no requirement for employers to publish a written policy on these discretions. However, as these matters arise fairly frequently it may be appropriate, so that members can be clear on their employer's policy.
- Less common: there is no requirement for employers to publish a written policy on these discretions.

The Clerk has not suggested any amendments. (Pages 37 to 43 attached).

FS9.5 Financial Regulations
To **receive** and **consider** the Financial Regulations. These are the latest template from NALC. (Pages 44 to 65 attached).

FS10 HEALTH, SAFETY AND WELFARE WORKING GROUP

FS10.1 Health & Safety Visit
To **note** that the Health & Safety Officer, from Worknest, paid his first visit on the 6 June. A number of actions have been raised following this visit with various deadlines depending on urgency. Some of these actions will have a cost attached to them. The Clerk will provide the costs associated with the work to be actioned as soon as confirmed. (Page 66 attached).

FS10.2 Health, Safety and Welfare Working Group
To **note** the next meeting of the Health, Safety and Welfare Working Group will be held on 9 September 2024 at 7pm to be held on-line.

FS11 SECTION 106 & CIL UPDATE

FS11.1 To **note** the balance of S106 is £88,334.00 – Relating to Old Civic Centre – Portholme Road Selby Planning Permission 2020/0776/FULM

FS11.2 To **receive** and **consider** the update of the Clerk with regard to CIL funding available (Page 67 attached).

FS11.3 To **consider** a report showing suggestions for using S106 and CIL funding. (Page 68 attached).

FS12 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 FS9

Risk Management – Risk assessments reviewed at Health, Safety and Welfare Group biannually. Financial risks to be reviewed in October 2024.

Investments – see item FS7.1

Earmarked Reserves – see item FS5

FS13 BUSINESS PLAN

To **receive** and **consider** the final draft of the Business Plan. This has been out to public consultation and no comments have been received. (Pages 69 to 83 attached).

FS14 BUSINESS CARD

To **consider** increasing the limit on the business card to £3,000. The current limit is £2,000. A number of products can only be purchased by card, i.e. Microsoft Office subscriptions, Adobe, MailChimp and sim cards for officers tablets. Many companies no longer offer, or will not offer, payment on account, therefore purchase is only available with a business card.

Once the limit is reached the card cannot be used until the balance is cleared. The balance is cleared in full each month.

FS15 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.

FS16 STAFFING 2024/25

FS16.1 Staffing Update Report

To **receive** and **consider** the staffing update report of the Clerk for 2024/25 (Page 84 attached)

- FS16.2 Staff Request
To **receive** and **consider** a letter from the Clerk. (Page 85 attached).
- FS16.3 Apprentice Update
The closing date for applications is 19 July 2024. The Clerk will provide a verbal update at the meeting.
- FS16.4 Facilities Assistant
To **note** the recently appointed Facilities Assistant has tendered their resignation. A second interview with one of the original candidates was held and they have accepted the position. They will commence employment on 12 August 2024.

FS17 CHAPELS

- FS17.1 Architects quotation for Stage 5 – Contract Administration).
To **receive** and **consider** the cost for Stage 5 (Contract Administration) of the building works. (Pages 86 to 97 attached).
- FS17.2 Chapels costs to date
To **receive** and **consider** the updated costs. (Page 98 attached).
- FS17.3 Tenders
To **receive** and **consider** the tenders for the building works. The closing date for the tenders is Friday 19 July. The Clerk and Cllr M Davis will open the bids and a report will be forwarded to the committee. The Clerk will also table the report at the meeting.

FS18 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

Monday 29 July 2024	Council
Monday 24 September 2024	Land & Property Committee
Friday 6 September 2024	Market Working Group
Monday 9 September 2024	Health, Safety & Welfare Group
Monday 16 September 2024	Town Hall Management Committee
Monday 30 September 2024	Council
Monday 7 October 2024	Environment Committee
Monday 21 October 2024	Finance & Staffing Committee
Monday 28 October 2024	Council