

Town Clerk  
Mrs G Bell

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15 October 2024

Dear Councillor

Finance & Staffing Committee Meeting – Monday 21 October 2024

You are hereby summoned to attend the meeting of Selby Town Council which has been arranged for **MONDAY 21 OCTOBER 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

*G Bell*

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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**FS19 TO APPOINT A CHAIR AND VICE CHAIR**

**FS20 APOLOGIES FOR ABSENCE**

**FS21 DISCLOSURE OF INTEREST**

**FS22 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).

To **note** that the meeting due to be held on 22 July 2024 was opened and closed due to being inquorate.

**FS23 ALLOCATED BALANCES 2024/25**

FS23.1 Unallocated Balance Report 1 April 2024

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

FS23.2 Allocated Balance Report 30 September 2024

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

**FS24 BUDGET POSITION 2024/25**

FS24.1 Income and Expenditure Report and Budget Narrative

To **receive** and **consider** the Income and Expenditure report and budget narrative report provided as of 30 September 2024. (Pages 14 to 21 attached).

FS24.2 Budget Alignment Report

To **receive** and **consider** the budget alignment report up to 30 September 2024. (Page 22 attached).

**FS25 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. (Pages 23 to 24 attached).

**FS26 DIRECT DEBIT / STANDING ORDER LIST**

To **receive** the updated Direct Debit / Standing Order List (Page 25 attached).

## **FS27 POLICY REVIEW**

### **FS27.1 Policy Table**

To **receive** the list of policies specific to the Finance & Staffing committee. (Page 26 attached).

### **FS27.2 Early Retirement Policy**

To **receive** and **consider** the Early Retirement Policy. The Clerk has not suggested any amendments. (Pages 27 to 33 attached).

### **FS27.3 Injury Payment Scheme**

To **receive** and **consider** the Injury Payment Scheme. The Clerk has not suggested any amendments. (Pages 34 to 38 attached).

### **FS27.4 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 39 to 45 attached).

### **FS27.5 Corporate Risk Policy**

To **receive** and **consider** the Corporate Risk Policy. The Clerk's suggested updates are in red. (Pages 46 to 62 attached).

### **FS27.6 Financial Strategy**

To **receive** and **consider** the Financial Strategy. The Clerk's suggested updates are in red. (Pages 63 to 78 attached).

### **FS27.7 Financial Regulations**

To **note** that the Financial Regulations will be considered at the next Finance and Staffing Committee in February 2025.

**FS28 HEALTH, SAFETY AND WELFARE WORKING GROUP**

To **receive** and **consider** the notes from the Health, Safety and Welfare Working Group held on 9 September 2024, and to **consider** the recommendations. (Pages 79 to 81 attached).

- i. **HSW4 The Lone Working Policy be approved,**
- ii. **HSW8 PAT testing equipment be purchased and the Facilities Manager research suitable training to use the equipment.**

To **note** the next meeting of the Health, Safety and Welfare Working Group will be held on 17 March 2025 at 7pm to be held on-line.

**FS29 SECTION 106 & CIL UPDATE**

FS29.1 To **note** the balance of S106 is £88,334.00 – Relating to Old Civic Centre – Portholme Road Selby Planning Permission 2020/0776/FULM

FS29.2 To **receive** and **consider** the update of the Clerk with regard to CIL funding available (Page 82 attached).

FS29.3 To **consider** a report showing suggestions for using S106 and CIL funding. (Page 83 attached).

**FS30 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 FS27

Risk Management – Risk assessments reviewed at Health, Safety and Welfare Group biannually. Financial risks to be reviewed at item FS27.6

Investments – see item FS25.1

Earmarked Reserves – see item FS23

**FS31 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 84 to 99 attached).

**FS32 TOWN HALL INCOME & EXPENDITURE**

To **receive** and **consider** the Income and Expenditure Report. This would normally be presented at the Town Hall Management Committee, however the meeting was postponed to a later date. (Pages 100 to 101 attached).

**FS33 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.

**FS34 STAFFING 2024/25**

FS34.1 Staffing Update Report

To **receive** and **consider** the staffing update report of the Clerk for 2024/25 (Page 102 attached)

**FS35 CHAPELS**

To **receive** and **consider** the Chair's report following individual meetings with the tenderers. (Pages 103 to 108 attached).

To **note** in order to meet the requirements of a Public Works Loan a resolution to borrow will be required, and if the precept is increased for the purpose of the loan repayments a public consultation should be held.

**FS36 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS**

Monday 28 October 2024	Council
Monday 25 November 2024	Council
Monday 2 December 2024	Land & Property Committee
Monday 16 December 2024	Council Special Budget Meeting
Monday 13 January 2025	Environment Committee
Monday 27 January 2025	Council
Monday 10 February 2025	Finance & Staffing Committee