

Town Clerk  
Mrs G Bell

Tel No 01757 708449

E-Mail: [g.bell@selbytowncouncil.gov.uk](mailto:g.bell@selbytowncouncil.gov.uk)

4 February 2025

Dear Councillor

Selby Town Council,  
The Town Hall,  
York Street  
Selby YO8 4AJ  
Tel: 01757 708449  
Email:  
[admin@selbytowncouncil.co.uk](mailto:admin@selbytowncouncil.co.uk)

Finance & Staffing Committee Meeting – Monday 10 February 2025

You are hereby summoned to attend the meeting of Selby Town Council which has been arranged for **MONDAY 10 FEBRUARY 2025 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

# AGENDA

## Contents

FS37	APOLOGIES FOR ABSENCE .....	3
FS38	DISCLOSURE OF INTEREST .....	3
FS39	MINUTES OF LAST MEETING.....	3
FS40	ALLOCATED BALANCES 2024/25.....	3
FS41	BUDGET POSITION 2024/25.....	3
FS41.1	Income and Expenditure Report and Budget Narrative.....	3
FS41.2	Budget Alignment Report.....	3
FS42	INVESTMENT UPDATE .....	3
FS43	DIRECT DEBIT / STANDING ORDER LIST .....	3
FS44	POLICY REVIEW .....	3
FS44.1	Policy Table.....	3
FS44.2	Financial Regulations .....	4
FS44.3	Accounts Procedure .....	4
FS45	HEALTH, SAFETY AND WELFARE WORKING GROUP .....	4
FS46	SECTION 106 & CIL UPDATE.....	4
FS47	TOWN COUNCIL ACTION PLAN .....	4
FS48	INSURANCE .....	5
FS49	PRIVATE SESSION .....	5
FS50	STAFFING 2024/25 .....	5
FS50.1	Staff Overtime Update Report.....	5
FS50.2	Staffing Report.....	5
FS51	CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS.....	5

**FS37 APOLOGIES FOR ABSENCE**

**FS38 DISCLOSURE OF INTEREST**

**FS39 MINUTES OF LAST MEETING**

To **note** the minutes of the Finance & Staffing Committee meeting held on the 21 October 2024. These minutes have been previously ratified at Council on 28 October 2024. (Pages 6 to 13 attached).

**FS40 ALLOCATED BALANCES 2024/25**

Allocated Balance Report 31 December 2024

To **receive** and **consider** the Allocated Balance Report as of 31 December 2024. (Page 14 attached)

**FS41 BUDGET POSITION 2024/25**

FS41.1 Income and Expenditure Report and Budget Narrative

To **receive** and **consider** the Income and Expenditure report and budget narrative report provided as of 31 December 2024. (Pages 15 to 22 attached).

FS41.2 Budget Alignment Report

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

**FS42 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 24 to 25 attached).

**FS43 DIRECT DEBIT / STANDING ORDER LIST**

To **receive** the updated Direct Debit / Standing Order List (Page 26 attached).

**FS44 POLICY REVIEW**

FS44.1 Policy Table

To **receive** the list of policies specific to the Finance & Staffing committee. (Page 27 attached).

- FS44.2      **Financial Regulations**  
To **receive** and **consider** the Financial Regulations. These have been updated to the NALC template taking into consideration the existing Town Council's Regulations. (Pages 28 to 48 attached).
- FS44.3      **Accounts Procedure**  
To **receive** and **consider** the Accounts Procedure. To note that the Clerk's suggestions are typed in red. (Pages 49 to 56 attached).
- FS45      HEALTH, SAFETY AND WELFARE WORKING GROUP**  
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.
- FS46      SECTION 106 & CIL UPDATE**  
To **note** that despite the Clerk's best efforts no CIL / S106 statement has been received from the North Yorkshire CIL Officer. These statements are normally issued twice per year, March and September, and although S106 funds can be applied for throughout the year up to their expiry date, any CIL funds must be claimed and drawn down by a set date (usually early November). A response was finally received on 22 January apologising for not responding previously and explaining that the post had only recently been filled after being vacant for several months without any cover, and that the new post holder was dealing with a sizeable backlog of cases. They are aware that the statements were not issued in October and the management team is looking in to this. They hope to issue further information soon and apologise that this cannot be provided at this time.
- FS46.1      To **note** the balance of S106 is £88,334.00 – Relating to Old Civic Centre – Portholme Road Selby Planning Permission 2020/0776/FULM. To note these funds are to be used by August 2027.
- FS46.2      To **receive** and **consider** the update of the Clerk with regard to CIL funding available (Page 57 attached).
- FS46.3      To **consider** a report showing suggestions for using S106 and CIL funding. (Pages 58 to 59 attached).
- FS47      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 FS44

Risk Management – Risk assessments reviewed at Health, Safety and Welfare Group biannually.

Investments – see item FS42

Earmarked Reserves – see item FS40

**FS48 INSURANCE**

To **receive** and **consider** the current insurance provision. (Page 60 attached).

**FS49 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.

**FS50 STAFFING 2024/25**

FS50.1 Staff Overtime Update Report

To **receive** and **consider** the staff overtime update report of the Clerk for 2024/25 (Page 61 attached)

FS50.2 Staffing Report

To **receive** and **consider** the staffing report of the Clerk. (Pages 62 to 63 attached).

**FS51 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS**

Monday 24 February 2025

Council

Monday 3 March 2025

Land & Property Committee

Monday 10 March 2025

Town Hall Management Committee

Monday 17 March 2025

Health, Safety & Welfare W. Group

Thursday 21 March 2025

Market Working Group

Monday 31 March 2025

Council