



MINUTES OF THE FINANCE AND STAFFING COMMITTEE HELD ON MONDAY 21 JULY 2025 AT THE TOWN HALL, YORK STREET, SELBY

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

IN ATTENDANCE: Town Clerk

FS1 TO APPOINT A CHAIR AND VICE CHAIR

Councillor F Matthews was nominated and seconded as Chair and Councillor C Laskey was nominated and seconded as Vice Chair.

RESOLVED: That Councillor Matthews be appointed Chair and Councillor Laskey Vice Chair.

FS2 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs S Andrew and W Nichols

FS3 DISCLOSURE OF INTEREST

There were none declared.

FS4 MINUTES OF THE LAST MEETING

Minutes of the Finance & Staffing Meeting held on Monday 12 May 2025 were received. These minutes had previously been ratified at Council on 19 May 2025.

RESOLVED: That the Minutes of the Finance & Staffing Committee held on Monday 12 May 2025 be noted.

FS5 ALLOCATED BALANCES 2025/26

FS5.1 Allocated Balance Report

The Clerk presented the allocated balance report for 30 June 2025 for consideration.

RESOLVED: That the report be noted.

FS5.2 **Street Lighting Upgrade**
Consideration was given to the information provided. It was noted that the report from North Yorkshire Council was not up to date. The Clerk was asked to request a current full inventory of the Town Council's streetlights. As the allocated funds, in the Efficiency EMR Fund, would likely not cover the full cost to replace all the council's streetlight upgrades consideration was given to using CIL funds to make up the difference, or if CIL not available then to make up the difference from the Asset Replacement EMR Fund.

RECOMMENDATION TO COUNCIL THAT:

- i. **Once a current full inventory is received from North Yorkshire Council the expenditure be approved by the Chairs of Council and Finance & Staffing,**
- ii. **The expenditure be taken from the Efficiency EMR and CIL receipts, and**
- iii. **If CIL receipts are not available, then the expenditure be taken from the Efficiency EMR Fund and Asset Replacement EMR Fund.**

FS6 **BUDGET POSITION 2025/26**

FS6.1 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.

FS6.2 Budget Alignment Report
The Clerk provided the Budget Alignment report for consideration.

RESOLVED: That the update be noted.

FS7 **INVESTMENT UPDATE**

The Clerk presented the investment report.

RESOLVED: That the update be noted.

FS8 **DIRECT DEBIT & STANDING ORDER LIST**

It was noted that there were no updates to the Direct Debit / Standing Order list.

FS9 POLICY REVIEW

FS9.1 Policy Table

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

FS9.2 Information & Data Protection Policy

The Clerk provided the Information & Data Protection Policy for review.

RECOMMENDATION TO COUNCIL THAT:

- i. The Information & Data Protection Policy be approved, and**
- ii. The review date be set for 3 years**

FS9.3 Information & General Privacy Notice

The Clerk provided the Information and General Privacy Notice for review.

RECOMMENDATION TO COUNCIL THAT:

- i. The Information & General Privacy Notice be approved, and**
- ii. The review date be set for 3 years.**

FS9.4 Information & Staff, Cllrs and Role Holders Privacy Notice

The Clerk provided the Information and Staff; Cllrs and Role Holders Notice for review.

RECOMMENDATION TO COUNCIL THAT:

- i. The Information & Staff, Cllrs and Role Holders Privacy Notice be approved, and**
- ii. The review date be set for 3 years.**

FS9.5 Information Technology Policy

The Clerk provided the Information Technology Policy for review.

RECOMMENDATION TO COUNCIL THAT:

- i. The Information Technology Policy be approved, and**
- ii. The review date set for 3 years.**

FS9.6 Communications Policy

The Clerk provided the Communications Policy for review.

RECOMMENDATION TO COUNCIL THAT:

- i. **The Communications Policy be approved, and**
- ii. **The review date set for 3 years.**

FS10 HEALTH, SAFETY AND WELFARE WORKING GROUP

FS10.1 Health & Safety Visit

Consideration was given to the report presented by the Clerk.

RESOLVED: That the report be considered by the Health, Safety and Welfare Working Group at their next meeting and also be brought back to Finance & Staffing Committee.

FS10.2 Health, Safety and Welfare Working Group

It was noted that the date of the next meeting of the Health, Safety & Welfare Working Group will be held on 8 September 2025 at 7pm and will be held online.

FS11 SECTION 106 & CIL UPDATE

FS11.1 S106

Consideration was given to the update on S106 monies from the Clerk. The Clerk updated that S106 funds had been applied for to re-lay a section of the path at the Selby Community Centre.

RESOLVED: That the update be noted.

FS11.2 CIL

Consideration was given to the update from the Clerk. The Clerk updated that the updated CIL and S106 available funds had not yet been received from North Yorkshire Council.

RESOLVED:

- i. **That the update be noted,**
- ii. **The Clerk checks if CIL can be used for replacement fire doors, and**
- iii. **The Clerk sends a reminder to the CIL Officer requesting the up-to-date CIL information.**

FS11.3 Consideration was given to the report received from the Clerk showing suggestions for using S106 & CIL Funding.

RESOLVED:

- i. That the report be noted, and the following be added to the list:
**Repairs to the Bondgate Sculptures,
Improvements to the Community Pond,
The Cemetery Longterm Development Plan,
Replacement Fire doors at all buildings,
Community Land Paths,
Toilet Refurbishment at all buildings, and
Street Lighting Repairs.**
- ii. The Clerk writes to North Yorkshire Planning Enforcement re the condition of the fence and gate on the Portholme Recreation Field.

FS12 TOWN COUNCIL ACTION PLAN

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

RESOLVED: That the update be noted.

FS13 PRIVATE SESSION

A motion was agreed to move to Private Session

FS14 STAFFING 2025/26

FS14.1 Staffing Update Report

The Clerk provided a staffing update report.

RESOLVED: That the report be noted.

FS14.2 Resource Assistant Resignation

The Clerk updated on the resignation of the member of staff and the recruitment process.

FS15 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

Monday 28 July 2025	Council
Monday 1 September 2025	Land & Property Committee
Wednesday 8 September 2025	Market Working Group
Monday 8 September 2025	Health, Safety & Welfare W. Group
Tuesday 9 September 2025	Town Hall Management Committee
Monday 29 September 2025	Council
Monday 6 October 2025	Environment Committee
Monday 20 October 2025	Finance & Staffing Committee
Monday 27 October 2025	Council