

Town Clerk  
Mrs G Bell

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15 July 2025

Dear Councillor

Finance & Staffing Committee Meeting – Monday 21 July 2025

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

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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- 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 12 May 2025. These minutes have been previously ratified at Council on 19 May 2025. (Pages 7 to 11 attached).
- FS5 ALLOCATED BALANCES 2025/26**  
FS5.1 Allocated Balance Report  
To **receive** and **consider** the Allocated Balance Report as of 30 June 2025. (Page 12 attached)
- FS5.2 Street Lighting Upgrade  
To **receive** and **consider** the email and report from North Yorkshire Council. (Pages 13 to 14 attached).
- FS6 BUDGET POSITION 2025/26**  
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 2025. (Pages 15 to 22 attached).
- FS6.2 Budget Alignment Report  
To **receive** and **consider** the budget alignment report up to 30 June 2025. (Page 23 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 24 attached).
- FS8 DIRECT DEBIT / STANDING ORDER LIST**  
To **note** that there are no changes to the Direct Debit / Standing Order List.

## **FS9 POLICY REVIEW**

FS9.1

Policy Table

To **receive** the list of policies specific to the Finance & Staffing committee. (Page 25 attached).

FS9.2

Information & Data Protection Policy

To **receive** and **consider** the Information & Data Protection Policy, and to set a review date. The Clerk has not suggested any amendments. (Pages 26 to 33 attached).

FS9.3

Information & General Privacy Notice

To **receive** and **consider** the Information & General Privacy Notice, and to set a review date. The Clerk has not suggested any amendments. (Pages 34 to 40 attached).

FS9.4

Information & Staff, Cllrs and Role Holders Privacy Notice

To **receive** and **consider** the Information & Staff, Cllrs and Role Holders Privacy Notice, and to set a review date. The Clerk has not suggested any amendments. (Pages 41 to 49 attached).

FS9.5

Information Technology Policy

To **receive** and **consider** the Information Technology Policy, and to set a review date. The Clerk has not suggested any amendments. (Pages 50 to 61 attached).

FS9.6

Communications Policy

To **receive** and **consider** the Communications Policy, and to set a review date. The Clerk has not suggested any amendments. (Pages 62 to 80 attached).

## **FS10**

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

FS10.1

Health & Safety Visit

To **note** that staff have been given access to the Worknest H & S training portal and a training schedule set in place appropriate to roles. The annual visit from the Worknest Health & Safety Officer took place on 8 July. The Clerk has attached a Summary of Findings from this visit. (Pages 81 to 84 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 8 September 2025 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. The “use by” date for the S106 monies is August 2027.

FS11.2 To **receive** and **consider** the update of the Clerk with regard to CIL funding available. To **note** that North Yorkshire have still not updated this information. (Page 85 attached).

To **note** that the Clerk complained to NYC stating that we had not yet received the CIL & S106 report detailing funds available to the Town Council. The response received on 20 May is as follows:

“The Parish Council CIL payments are being worked on right now and should be paid in the next few weeks. An email will be sent to all parishes due payments once the payments have been authorised.

I apologise for the delay – this is due to staff issues and the knock on effects of local government reorganisation. Future payments should be made more promptly.”

FS11.3 To **consider** a report showing suggestions for using S106 and CIL funding. (Pages 86 to 87 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 2025.

Investments – see item FS7

Earmarked Reserves – see item FS5.1

**FS13 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.

**FS14 STAFFING 2025/26**

**FS14.1 Staffing Update Report**

To **receive** and **consider** the staffing update report of the Clerk for 2025/26 (Page 88 attached).

**FS14.2 Resource Assistant Resignation**

To **note** that the part time Resource Assistant has resigned. The recruitment process has commenced with the interviews scheduled for 25 July 2025.

**FS15 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS**

Monday 28 July 2025	Council
Monday 1 September 2025	Land & Property Committee
Wednesday 3 September 2025	Market Working Group
Monday 8 September 2025	Health, Safety & Welfare 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