

Town Clerk
Mrs G Bell

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14 October 2025

Dear Councillor

Finance & Staffing Committee Meeting – Monday 20 October 2025

You are hereby summoned to attend the meeting of Selby Town Council which has been arranged for **MONDAY 20 OCTOBER 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 J Proud, S Shaw-Wright, F Matthews, C Laskey, W Nichols, S Andrew, M Davis, M Dyson and T Beharrell

All Councillors for information



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AGENDA

Contents

FS16	APOLOGIES FOR ABSENCE	3
FS17	DISCLOSURE OF INTEREST	3
FS18	MINUTES OF LAST MEETING.....	3
FS19	ALLOCATED BALANCES 2025/26.....	3
FS19.1	Allocated Balance Report	3
FS20	BUDGET POSITION 2025/26	3
FS20.1	Income and Expenditure Report and Budget Narrative	3
FS20.2	Budget Alignment Report.....	3
FS21	INVESTMENT UPDATE	3
FS22	DIRECT DEBIT / STANDING ORDER LIST	3
FS23	POLICY REVIEW	3
FS23.1	Policy Table	3
FS23.2	Capability Policy	4
FS23.3	Sickness Policy.....	4
FS23.4	Stress Policy.....	4
FS23.5	Corporate Risk Policy	4
FS23.6	Financial Strategy	4
FS24	HEALTH, SAFETY AND WELFARE WORKING GROUP	4
FS24.1	Health & Safety Visit.....	4
FS24.2	Health, Safety and Welfare Working Group	4
FS25	FUNDING STRATEGY ACTION PLAN.....	4
FS26	SECTION 106 & CIL UPDATE.....	5
FS27	TOWN COUNCIL ACTION PLAN	5
FS28	PRIVATE SESSION	5
FS29	STAFFING 2025/26	5
FS29.1	Staffing Update Report	5
FS30	CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS.....	6

FS16 APOLOGIES FOR ABSENCE

FS17 DISCLOSURE OF INTEREST

FS18 MINUTES OF LAST MEETING

To **note** the minutes of the Finance & Staffing Committee meeting held on the 21 July 2025. These minutes have been previously ratified at Council on 28 July 2025. (Pages 7 to 12 attached).

FS19 ALLOCATED BALANCES 2025/26

FS19.1 Allocated Balance Report

To **receive** and **consider** the Allocated Balance Report as of 30 September 2025. (Page 13 attached)

FS20 BUDGET POSITION 2025/26

FS20.1 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 2025. (Pages 14 to 22 attached).

FS20.2 Budget Alignment Report

To **receive** and **consider** the budget alignment report up to 30 September 2025. (Page 23 attached)

FS21 INVESTMENT UPDATE

FS21.1 To **receive and **review** the report of the Clerk with regard to the CCLA Investment, Unity Trust Term Deposit Accounts and Hinkley & Rugby Term Deposit Account. (Page 24 attached).**

FS21.2 To **consider reinvesting the £100,000 with Hinkley & Rugby Building Society that is due to mature on the 28 October 2025. (Page 25 attached).**

FS22 DIRECT DEBIT / STANDING ORDER LIST

To **note** that there are no changes to the Direct Debit / Standing Order List.

FS23 POLICY REVIEW

FS23.1 Policy Table

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

- FS23.2 Capability Policy
To **receive** and **consider** the Capability Policy, and to set a review date.
The Clerk has not suggested any amendments. (Pages 27 to 30 attached).
- FS23.3 Sickness Policy
To **receive** and **consider** the Sickness Policy, and to set a review date.
The Clerk has not suggested any amendments. (Pages 31 to 41 attached).
- FS23.4 Stress Policy
To **receive** and **consider** the Stress Policy, and to set a review date. The
H & S audit recommended that a Stress Policy be adopted. To note that all
staff have been asked, as part of their annual appraisal, to complete a
Stress Risk Assessment if they so wished – this was not mandatory.
(Pages 42 to 43 attached).
- FS23.5 Corporate Risk Policy
To **receive** and **consider** the Corporate Risk Policy. This policy must be
reviewed annually. The Clerk has not suggested any amendments. (Pages
44 to 61 attached).
- FS23.6 Financial Strategy
To **receive** and **consider** the Financial Strategy. The Clerk has added
paragraphs to the EMR's descriptions for the Cemetery / Storage and
Longmann Hills Farmhouse Deposit Holding Fund. In addition to these, the
Clerk has also included reference to the 3 month fixed rate deposit account
in the Financial Strategy section. (Pages 62 to 77 attached).
- FS24
FS24.1 HEALTH, SAFETY AND WELFARE WORKING GROUP
Health & Safety Visit
To **receive** and **consider** the updated H & S actions list following the audit
by Worknest in July. (Pages 78 to 81 attached).
- FS24.2 Health, Safety and Welfare Working Group
To **receive** and **consider** the notes of the Health, Safety and Welfare
Working Group held on 8 September 2025. (Pages 82 to 83).
- FS25 FUNDING STRATEGY ACTION PLAN**
To **receive** and **consider** the Funding Strategy Action Plan. The Clerk has
created this action plan to give the council a clear, concise overview of our
ongoing projects and their financial needs. This document serves two key
purposes:

- Transparency It outlines what we're working on, why it matters, and how funds are being used—helping everyone stay informed and accountable.
- Funding Clarity By detailing costs and funding sources, the plan highlights where support is needed and opens the door for discussion around budgets, grants, or other contributions. (Page 84 attached).

FS26 SECTION 106 & CIL UPDATE

- FS26.1 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.
- FS26.2 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. (Pages 85 - 87 attached).
- FS26.3 To **consider** a report showing suggestions for using S106 and CIL funding. (Pages 88 to 89 attached).

FS27 TOWN COUNCIL ACTION PLAN

To **consider** the updates on the current projects and proposals: -
Staff Training – Training has been identified at staff appraisals, some of which require consideration at budget setting, and the rest has been approved and training logs updated.
Policies – See item FS23
Risk Management – Risk assessments reviewed at Health, Safety and Welfare Group biannually. Financial risks reviewed – see item FS23.5
Investments – see item FS21
Earmarked Reserves – see item FS19.1

FS28 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.

FS29 STAFFING 2025/26

- FS29.1 Staffing Update Report
 To **receive** and **consider** the staffing update report of the Clerk for 2025/26 (Page 90 attached).

Monday 27 October 2025	Council
Monday 24 November 2025	Council
Monday 1 December 2025	Land & Property Committee
Monday 15 December 2025	Council Special Budget Meeting
Monday 12 January 2026	Environment Committee
Monday 26 January 2026	Council
Monday 9 February 2026	Finance & Staffing Committee