

**Town Clerk
Mrs G Bell**

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14 January 2020

Dear Councillor

Finance & Staffing Committee Meeting – Monday 20 January 2020

You are hereby summoned to attend the meeting of Selby Town Council which has been arranged for **MONDAY 20 January 2020** at the **TOWN HALL, SELBY, AT 7.00PM.**

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 the Public and press may attend the meeting.

Yours sincerely

Clerk to the Council

To: Cllrs F Matthews (Chair), M Mohd Rofidi, M Davis, S Cahill, Mrs W Nichols, M Dyson, C Laskey, S Shaw-Wright and L Mohd Rofidi

All Councillors for information

A G E N D A

FS42 APOLOGIES FOR ABSENCE

FS43 DISCLOSURE OF INTEREST

FS44 MINUTES OF LAST MEETING

To note the minutes of the Finance & Staffing Committee meeting held on the 21 October 2019. These have been approved at Council on 25 November 2019. (Pages 5 to 11 attached)



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FS45 ALLOCATED BALANCES 2019/20

- 45.1 To consider the Allocated Balance Report for 2019/20. (Page 12 attached)
- 45.2 To consider the Unallocated Balance Report for 2019/20 (Page 13 attached).

FS46 BUDGET POSITION 2019/20

- 46.1 To consider the Income and Expenditure report and budget narrative report provided as at 31 December 2019. (Pages 14 to 19 attached).
- 46.2 To receive the budget alignment report up to 31 December 2019 (Page 20 attached)

Current Position vs Budget	Expenditure	Income
RBS Report	76.4%	97.6%
Re-aligned report	74.2%	92.4%

FS47 IT PROVISION UPDATE

The Clerk has requested quotations for the office IT requirements and also new website. These will be tabled at the meeting.

FS48 INVESTMENT UPDATE

To receive the report of the Clerk and review with regard to the CCLA Investment and Yorkshire Bank. (Pages 21 to 22 attached).

FS49 POLICY REVIEW

- 49.1 To review the updated Internet/Email Usage Policy (Pages 23 to 29 attached).
- 49.2 The Clerk updates that guidance is still awaited for the Grievance Policy from NALC and will provide at the Finance & Staffing meeting in May 2020. The review date has previously been agreed as Autumn 2022.
- 49.3 The Sickness Policy has been through the Staff Consultation procedure with no comments received (Pages 30 to 33 attached).
- 49.4 The Clerk was asked to prepare a Retirement Policy. This will be provided at the Finance & Staffing Committee in May 2020.

FS50 FINANCIAL REGULATIONS

To note that the Chair of Finance and Staffing and the Clerk are to review the financial regulations and report back to the next Finance and Staffing meeting in May 2020.

FS51 SECTION 106 & CIL UPDATE

To consider the update of the Clerk with regard to committed expenditure and S106 funds available.

To consider the update of the Clerk with regard to CIL funding available.

Amount	To be used by	Allocated	Project	Balance
£ 63,200.51	July 2019	£ 14,960	Cone Climber – Flaxley Road	£ 48,240.51
		£ 47,000	Double Space Net – Comm. Land	£ 1,240.51
		£ 1,390	Woodland Double Gate	£ (149.49)
£ 3,900	Nov. 2019			£ 3,750.51
		£ 420	Inclusive Bench CC (Final Payment)	£ 3,330.51
		£ 1,990	2 x Inc. benches Wistow Road	£ 1,340.51
		£ 1340.62	3 x Bins Woodland & Com. Centre	£ (0.11)
£ 5,946	August 2020			£ 5,945.89
		5650.00		£ 295.89
£ 12,045	January 2021			£ 12,340.89
£ 8,919	August 2023			£ 21,259.89

The Clerk has submitted a S106 Funds application form 2 for the Town Hall garden project.

Community Infrastructure Levy (CIL) funding available to Selby Town Council as at 30.09.19 is £ 9,250.70. This is currently held by Selby District Council on the Town Council's behalf. CIL Funding is not available to draw down until April 2020. At Land & Property 3 December 2018, it was suggested that CIL money could be used to fund a 'passing place' on the lane between Selby Bypass and Barlow. Barlow Parish Council are still awaiting full costings from Highways but have a 'budget' figure of £6000 per passing place.

FS52 Cemetery – War Memorials

To receive and consider a quotation from J Rotherham Ltd with regard to re-paint and clean the war memorials (Pages 34 attached).

FS53 EVENTS UPDATE

The Clerk has provided the actual income and expenditure spreadsheet for the Food and Drink Festival event 2019. (Page 35 attached).

FS54 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.

FS55 STAFFING

55.1 To consider the staffing update report of the Clerk up to 31.12.19 (Page 36 attached)

55.2 To receive the event overtime report of the Clerk (Page 37 attached).

FS56 CHRISTMAS LIGHTS

To consider tenders for the Christmas Lights installation for the period 2020/21 – 2022/23 provided at a previous Finance & Staffing meeting.

Company	Price
Company 1	£14,347 each year
Company 2 (Option 1)	£14,733 each year
Company 2 (Option 2)	£14,407 each year

FS57 CLOSURE OF MEETING AND DATE OF FUTURE MEETINGS

Monday 27 January 2020	Council
Monday 24 February 2020	Council
Monday 2 March 2020	Land & Property Committee
Monday 9 March 2020	Town Hall Management Committee
Monday 30 March 2020	Council
Monday 6 April 2020	Special Council Grants Meeting
Wednesday 15 April 2020	Market Working Group
Monday 27 April 2020	Council
Monday 11 May 2020	Finance & Staffing Committee
Monday 18 May 2020	Annual Council & Town